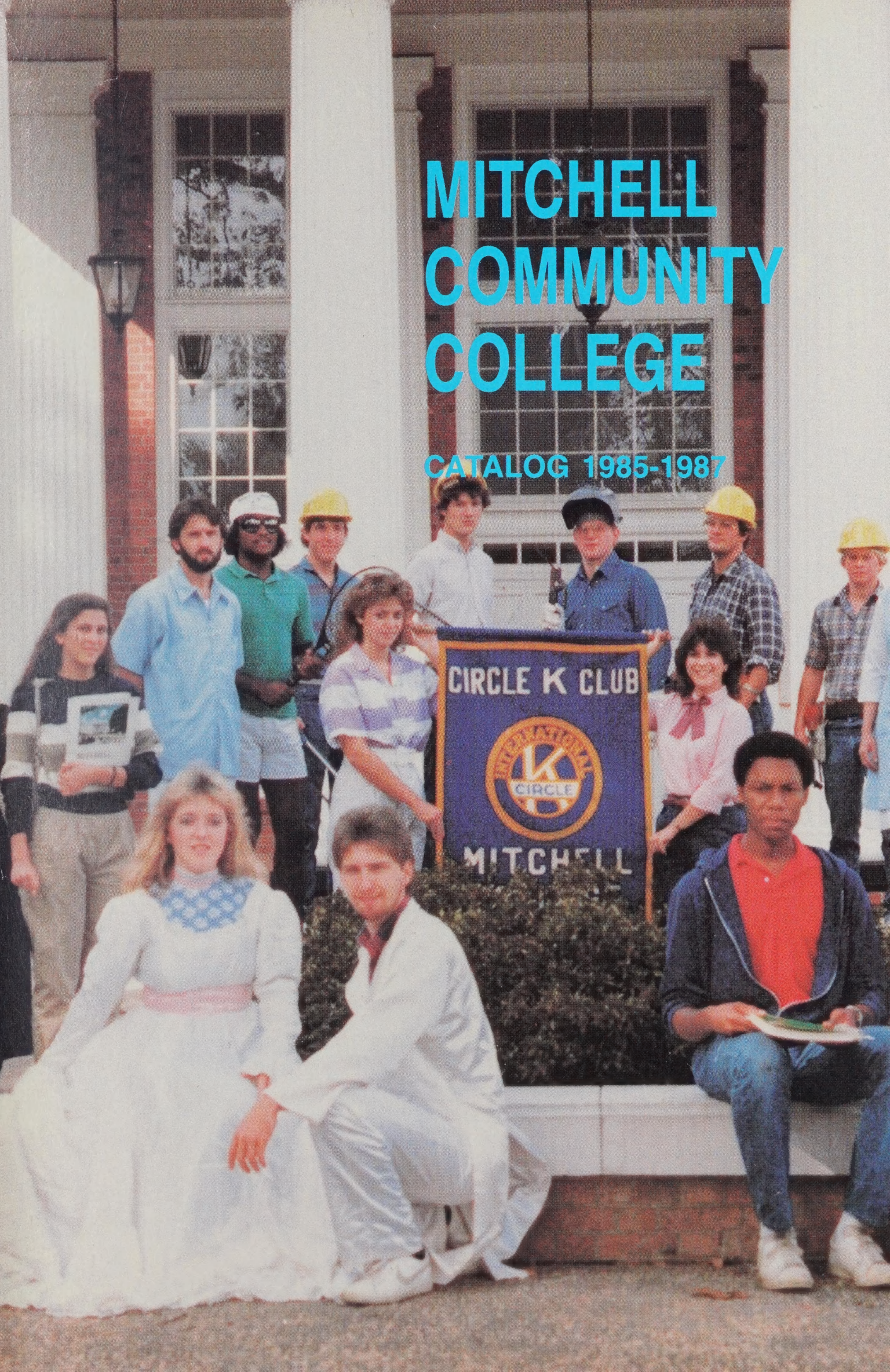
MITCHELL COMMUNITY COLLEGE

CATALOG 1985-1987



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Mitchell Community College shall continue to offer equal employment opportunities to its existing personnel and applicants for employment, and equal educational programs and instructional opportunities to students without regard to race, color, religion, sex, age, handicap, or national origin.

MITCHELL COMMUNITY COLLEGE

is Accredited By the Commission on Colleges of the
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

STATESVILLE, N. C.
28677
Phone: 704-873-2201

1852 — Chartered by Concord Presbytery

1856 — Began operations as Concord Female Seminary

1932 — Became coeducational

1959 — Became private independent junior college

1973 — Became public community college

SERVING IREDELL COUNTY & NORTH CAROLINA
FOR OVER ONE HUNDRED & TWENTY-NINE YEARS

Mitchell Community College issues this catalog for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the college or the state. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Community Colleges, or by local conditions, may make some alterations in curriculums, fees, etc., necessary. The college disclaims any liability of any kind by virtue of changes in any of the information contained in this catalog.

Wherever the terms "man," "men," or related pronouns appear in this catalog, they have been used in their generic sense to include all humankind — both female and male sexes.

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Academic Calendar For 1985-87

SUMMER QUARTER 1985

June	3	Monday	Registration
	4	Tuesday	Classes begin
	6	Thursday	Last day to register or add classes
July	3	Wednesday	Holidays begin 11 p.m.
	8	Monday	Classes resume
	10	Wednesday	Midterm
	15	Monday	Last day to drop
August	5, 6	Monday - Tuesday	Pre-Registration
	21	Wednesday	Summer Quarter ends
	22	Thursday	Graduation

FIRST SUMMER SESSION 1985

June	3	Monday	Registration
	4	Tuesday	Classes begin
	5	Wednesday	Last day to register or add classes
	20	Thursday	Midterm
	25	Tuesday	Last day to drop
July	3	Wednesday	Holidays begin 11 p.m.
	8	Monday	Classes resume
	11	Thursday	First session ends

SECOND SUMMER SESSION 1985

July	15	Monday	Registration
	16	Tuesday	Classes begin
	17	Wednesday	Last day to register or add classes
August	1	Thursday	Midterm
	5,6	Monday - Tuesday	Pre-Registration
	6	Tuesday	Last day to drop
	21	Wednesday	Second session ends
	22	Thursday	Graduation

FALL QUARTER 1985

September	3	Tuesday	Faculty Workshop and Student Orientation
September	4-5	Wednesday-Thursday	Registration
September	6	Friday	Faculty Workshop
September	9	Monday	Classes Begin
September	9-11	Monday-Wednesday	Late Registration and Drop/Add Period
October	15	Tuesday	Midterm
October	17	Thursday	Last day to withdraw from a class without Grade of "F"
November	15	Friday	Last day to withdraw from school without "F" grades
November	22	Friday	End of Fall Quarter

WINTER QUARTER 1985-86

December	2	Monday	Registration
December	3	Tuesday	Faculty Workday
December	4	Wednesday	Classes Begin
December	4-6	Wednesday-Friday	Late Registration and Drop/Add Period
December 23-January 1			Christmas Holidays
January	2	Thursday	Classes Resume
January	21	Tuesday	Midterm
January	23	Thursday	Last day to withdraw from a class without Grade of "F"
February	21	Friday	Last day to withdraw from school without "F" grades
February	28	Friday	End of Winter Quarter

SPRING QUARTER 1986

March	6	Thursday	Registration
March	7	Friday	Faculty Workday
March	10	Monday	Classes Begin
March	10-12	Monday-Wednesday	Late Registration and Drop/Add Period
March	28-31		Easter Holidays
April	1	Tuesday	Classes Resume
April	17	Thursday	Midterm
April	21	Monday	Last day to withdraw from a class without Grade of "F"
May	20	Tuesday	Last day to withdraw from school without "F" grades
May	27	Tuesday	End of Spring Quarter
May	29	Thursday	Graduation

SUMMER QUARTER 1986

June	2	Monday	Registration
June	3	Tuesday	Classes Begin
June	3-5	Tuesday-Thursday	Late Registration and Drop/Add Period
July	8	Tuesday	Midterm
July	10	Thursday	Last day to withdraw from a class without Grade of "F"
August	12	Tuesday	Last day to withdraw from school without "F" grades
August	18	Monday	End of Summer Quarter
August	19	Tuesday	Graduation

FIRST SESSION SUMMER 1986

June	2	Monday	Registration
June	3	Tuesday	Classes Begin
June	3-4	Tuesday-Wednesday	Late Registration and Drop/Add Period
June	19	Thursday	Midterm
June	24	Tuesday	Last day to withdraw from a class without Grade of "F"
July	3	Thursday	Last day to withdraw from school without "F" grades
July	9	Wednesday	End of First Session

SECOND SESSION SUMMER 1986

July	9	Wednesday	Registration
July	10	Thursday	Classes Begin
July	10,14	Thursday, Monday	Late Registration and Drop/Add Period
July	29	Tuesday	Midterm
July	31	Thursday	Last day to withdraw from a class without Grade of "F"
August	14	Thursday	Last day to withdraw from school without "F" grades
August	18	Monday	End of Second Session
August	19	Tuesday	Graduation

FALL QUARTER 1986

September	2	Tuesday	Faculty Workshop and Student Orientation
September	3-4	Wednesday-Thursday	Registration
September	5	Friday	Faculty Workshop
September	8	Monday	Classes Begin
September	8-10	Monday-Wednesday	Late Registration and Drop/Add Period
October	14	Tuesday	Midterm
October	16	Thursday	Last day to withdraw from a class without Grade of "F"
October	27-28	Monday-Tuesday	Student Holidays (NCCC Instructor's Conference)
November	18	Tuesday	Last day to withdraw from school without "F" grades
November	25	Tuesday	End of Fall Quarter
November	27-28	Thursday-Friday	Thanksgiving Holidays

WINTER QUARTER 1986-87

December	2	Tuesday	Registration
December	3	Wednesday	Faculty Workday
December	4	Thursday	Classes Begin
December	4-8	Thurs-Fri-Mon	Late Registration and Drop/Add Period
December 22-January 2			Christmas Holidays
January	5	Monday	Classes Resume
January	23	Friday	Midterm
January	27	Tuesday	Last day to withdraw from a class without Grade of "F"
February	25	Wednesday	Last day to withdraw from school without "F" grades
March	4	Wednesday	End of Winter Quarter

SPRING QUARTER 1987

March	9	Monday	Registration
March	10	Tuesday	Faculty Workday
March	11	Wednesday	Classes Begin
March	11-13	Wed-Thur-Fri	Late Registration and Drop/Add Period
April	16	Thursday	Midterm
April	17-20		Easter Holidays
April	21	Tuesday	Classes Resume
April	21	Tuesday	Last day to withdraw from a class without Grade of "F"
May	21	Thursday	Last day to withdraw from school without "F" grades

May	28	Thursday	End of Spring Quarter
May	29	Friday	Graduation

SUMMER QUARTER 1987

June	1	Monday	Registration
June	2	Tuesday	Classes Begin
June	2-4	Tuesday-Thursday	Late Registration and Drop/Add Period
July	16	Thursday	Midterm
July	21	Tuesday	Last day to withdraw from a class without Grade of "F"
August	10	Monday	Last day to withdraw from school without "F" grades
August	17	Monday	End of Summer Quarter
August	18	Tuesday	Graduation

FIRST SESSION SUMMER 1987

June	1	Monday	Registration
June	2	Tuesday	Classes Begin
June	2-3	Tuesday-Wednesday	Late Registration and Drop/Add Period
June	18	Thursday	Midterm
June	23	Tuesday	Last day to withdraw from a class without Grade of "F"
July	2	Thursday	Last day to withdraw from school without "F" grades
July	8	Wednesday	End of First Session

SECOND SESSION SUMMER 1987

July	8	Wednesday	Registration
July	9	Thursday	Classes Begin
July	9, 13	Thursday, Monday	Late Registration and Drop/Add Period
July	28	Tuesday	Midterm
July	30	Thursday	Last day to withdraw from a class without Grade of "F"
August	11	Tuesday	Last day to withdraw from school without "F" grades
August	17	Monday	End of Second Session
August	18	Tuesday	Graduation

General Information

EQUAL OPPORTUNITY POLICY STATEMENT

Mitchell Community College shall continue to offer equal employment opportunities to its existing personnel and applicants for employment without regard to race, color, religion, sex, age, handicap, or national origin. The "Open Door" philosophy extends equal educational programs and instructional opportunities to the college's service area. Ongoing compliance with Federal and State regulations shall be informed with specific regard to:

(A) Titles VI and VII, Civil Rights Act of 1964 (as amended)
(B) Executive Order No. 11246 (as amended)
(C) Equal Pay Act of 1964
(D) Title IX, Educational Amendments of 1972
(E) The Rehabilitation Act of 1973
(F) The Discrimination Act of 1974. The Title IX contact person at Mitchell Community College is the Administrative Assistant to the President, phone 873-2201, ext. 258.

LOCATION

Mitchell Community College is located in Piedmont North Carolina, downtown Statesville, in the foothills of the Blue Ridge Mountains. Interstate Highways 40 and 77 intersect on the outskirts of the city. Statesville is situated approximately 50 miles north of Charlotte, and 50 miles southwest of Winston-Salem. The population of Statesville and Iredell County is approximately 82,500.

HISTORY

Mitchell Community College began operations as such on July 1, 1973. It merged a rich historical past, steeped in tradition and culture, with a vibrant and relevant present when Mitchell College joined with 56 sister institutions in the state to become a community college.

Mitchell College enrolled its first students in 1856. Concord Presbytery had authorized its establishment as early as 1852; and with the exception of one period, it remained under the control of Concord Presbytery until 1959, when it became an independent community college.

The Main Building, constructed in 1856, is a stuccoed brick structure of three stories, ornamented by a lofty portico with six massive columns. In 1907 the Shearer Hall was added to the Main Building. The first floor contains an auditorium and is equipped with a pipe organ and a concert grand piano.

The Student Union is the college social center and contains a T.V. room, recreational facilities, the book store, and food service facilities. This building was constructed in 1963.

The Mitchell Community College Learning Resources Center was opened in 1967. It houses the library, audio-visual center and Rotary Auditorium which seats 149.

The Vocational Building was occupied Spring Quarter 1977. The beautiful new structure houses five vocational labs, technical and vocational classrooms, technical labs and general instruction classrooms. The architecture of the building was carefully matched with the library which is located directly across the street.

The Science Building completes the structures surrounding the historic Mitchell Circle. It was occupied at the beginning of the summer session 1979. The two-story building provides three labs and two classrooms for vocational programs, four labs and three classrooms for the sciences, and an attractive student waiting area. The architecture blends well with the other four buildings around the Circle.

The Continuing Education Division is located in the renovated Kirkman House on North Mulberry Street. Some of the classes and labs are located in the Main Building, third floor; in the ABE Center directly behind the Main Building; Statesville Senior High School; South Iredell High School; the Mooresville Center; North Iredell High School; Statesville Recreation Center and at many industrial sites throughout the county.

The college became coeducational in 1932, and in 1955 was admitted to membership in the Southern Association of Colleges and Schools. The excellence of the college transfer program has been retained. The addition of occupational programs, community service, and adult education to the existing programs has made Mitchell a comprehensive community college. It will continue to fill the needs of a growing number of students.

PURPOSE

Mitchell Community College operates as a comprehensive community college and seeks to be of optimum educational and cultural service to the people within its geographical area. Concerned with the community as a whole and persons sixteen years of age and older with special needs, Mitchell commits its resources to the following purposes: (1) to provide the first two years of academic courses leading to baccalaureate and professional degrees; (2) to meet the pre-service and in-service manpower training needs for industry, business, government, and service occupations that require up to and including the associate degree; (3) to serve the adult population with basic education and salable skills; and (4) to enhance personal fulfillment, responsible citizenship, and standards of living through general and continuing education.

MEMBERSHIPS AND APPROVALS

Mitchell Community College is a member of:

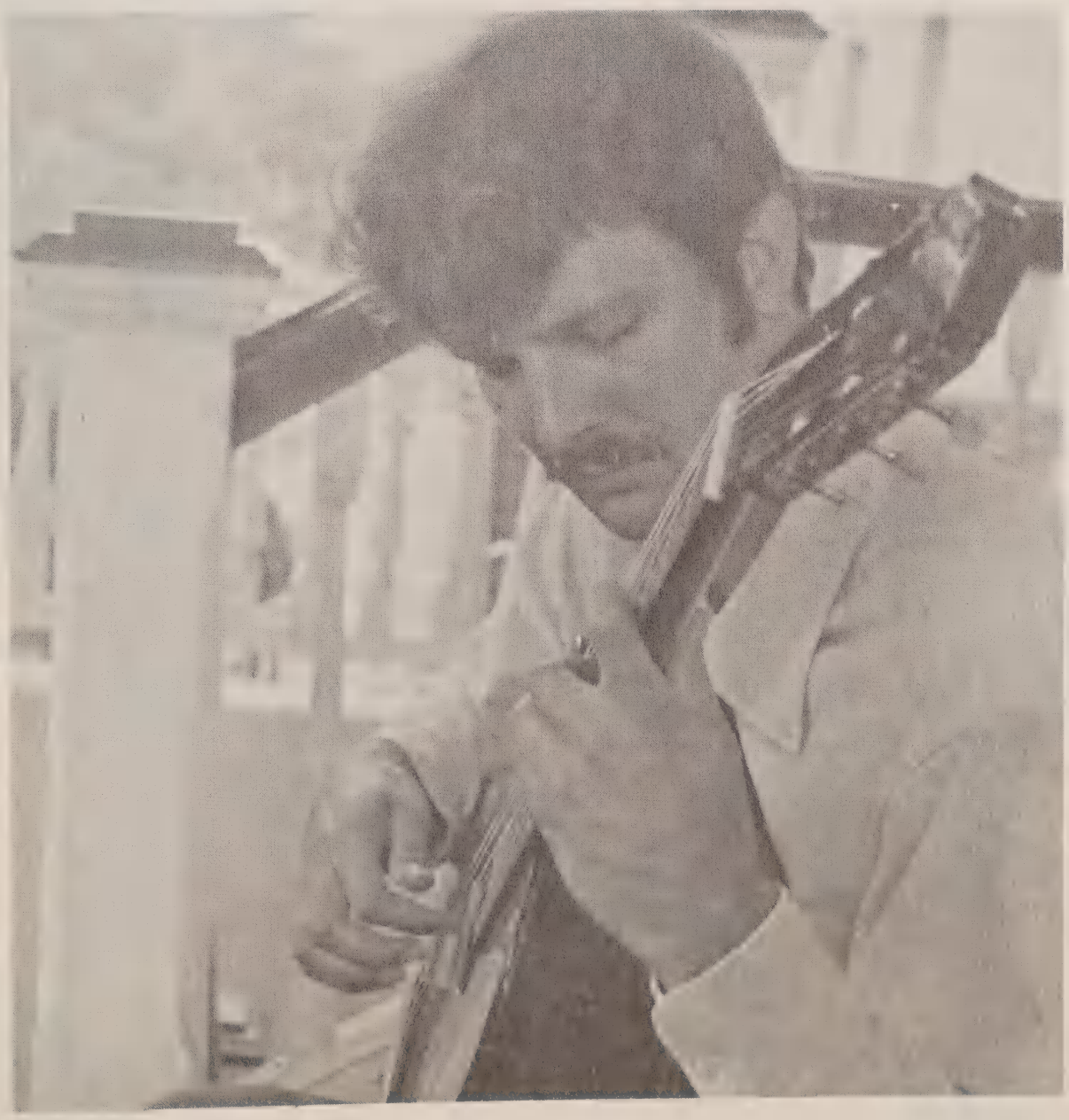
American Association of Community and Junior Colleges
North Carolina Department of Community Colleges
Southern Association of Colleges and Schools
National Association of Student Financial Aid Administrators

Mitchell Community College is recognized and approved by:

North Carolina Department of Public Instruction
Division of Vocational Rehabilitation
Southern Association of Colleges and Schools
North Carolina State Board of Community Colleges

VETERANS

Persons enrolled at Mitchell Community College will be eligible to receive Veterans Administration benefits if they qualify.



Admissions, Expenses, Veterans Information, and Financial Aid

ADMISSIONS

ADMISSION REQUIREMENTS

Mitchell Community College subscribes to the "Open Door" policy as set by the North Carolina Department of Community Colleges. The college will admit all applicants who are 18 years old or older, high school graduates, and students 16 years old or older with special needs to some appropriate program. The college serves all students without regard to race, color, sex, religion, age, handicap, creed, or national origin.

In general, a high school diploma or GED is required for all post-secondary programs. Students without these prerequisites are admitted into vocational programs as a result of counseling when the students demonstrate the necessary skills for success in the programs. Each program is open to students who qualify.

ADMISSION PROCEDURE

Persons wishing to apply for a curriculum program at Mitchell Community College should contact the Office of Admissions for necessary forms, testing dates, and interview appointments. Additional procedures will be forwarded along with the applications to the applicant. The following are generally required for all curriculum programs:

1. Application (includes medical and residency status information)
2. High School and College (if transfer student) transcripts
3. Placement Tests
4. Interview
5. Medical and dental examination forms and personal recommendations (Nursing applicants only).

Nursing students are selected on the basis of application test scores and interviews. Students applying to the Nursing programs, please see Nursing Handbook.

READMISSION REQUIREMENTS

An application for readmission must be completed for those who wish to reenter after an absence of one quarter or more.

SPECIAL CREDIT STUDENTS

Those persons not enrolled in a degree or diploma program must complete an application.

ADMISSION TO CONTINUING EDUCATION PROGRAMS

Any person who is 18 years old, 16 by special permission, or a high school graduate is eligible to enter a Continuing Education Program. Further information is available in the Continuing Education section of this catalog or from the Dean of Continuing Education.

PROVISIONAL ADMISSION

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such a case, all requirements must be completed within the first quarter of attendance.

SPECIAL ADMISSION

Students not meeting the admissions requirements outlined may, in some cases, be admitted on an individual basis. A decision on each case is made by the department chairman concerned. Special admission will be granted if there is good and sufficient reason and may be withdrawn at any time.

VISITING STUDENTS

A person who has been accepted by or is enrolled at another institution may be admitted as a visiting student. An application along with a statement from the dean of the student's own college must be filed in the Admissions Office. Visiting students may take approved courses for transfer credit.

TRANSFER APPLICANTS

Transfer students may enter Mitchell Community College upon meeting requirements as outlined above. Transcripts of all previous college work must be submitted. Credit will be allowed whenever possible.

TRANSFER OF CREDITS

Educational work taken at a regionally accredited institution in which a grade of "C" or better was earned and a comparable course is offered at Mitchell Community College may be accepted in transfer if appropriate to the student's program of study.

Work at institutions which are not regionally accredited is evaluated on the basis of the current issue of Report of Credits Given by Educational Institutions published by the AACRAO and similar publications. Credit toward technical and vocational programs may be accepted from other agencies at the discretion of the college. Transfer work over ten years old must be validated by examination.

Final acceptance or rejection of transfer credits lies with the college. A minimum of 30 quarter hours credit must be earned at Mitchell to be eligible for graduation.

CHANGE OF PROGRAM

Students who change from one program to another within the institution will have credit hours and quality points transferred according to the requirements of the new program. All courses completed within the new program will be used to calculate the quality point average.

COLLEGE LEVEL EXAMINATION PROGRAM

Credit may be allowed for up to 30 quarter hours of college work based on appropriate scores on the CLEP General Examination where appropriate to the student's program of study.

SERVICE EXPERIENCE

Veterans may receive credit for USAFI courses and for service school training where appropriate to the student's program and where a comparable course is offered by the college. USAFI courses are evaluated on the basis of the catalog of the USAFI. Service School Training is evaluated on the basis of *A Guide to the Evaluation of Educational Experiences in the Armed Services,* published by the American Council on Education. Credit, not to exceed three quarter hours, is allowed for physical education to veterans upon presentation of discharge or separation papers appropriate to the veteran's course of study. Final acceptance or rejection of the credit lies with the college.

U.S. ARMY RESERVE OFFICERS TRAINING PROGRAM

Mitchell Community College has a cooperative program with Davidson College under which Mitchell students may enroll in the U.S. Army Reserve Officers Training Program (ROTC). Both men and women are eligible for this program and must travel to either the Davidson College campus or to the Charlotte Army Reserve Center to take instruction and training.

Under this arrangement, students planning to enter a four-year degree granting institution may fulfill the requirements for the Basic Course of ROTC (Freshman and Sophomore years) while at Mitchell. In the Advanced Course of ROTC (Junior and Senior years), students enter in a contractual agreement with the Army and may receive up to $1,000 per year.

Detailed information on this program is available in the Registrar's Office and from the Department of Military Science, Davidson College, Davidson, N. C. 28036.

EXPENSES

STUDENT CHARGES AND REFUNDS

Mitchell Community College operates on the quarter system. Students are required to pay all charges at the time of registration. Tuition charges are set by the State Board of Community Colleges and are subject to change without notice.

1. Tuition and fees for each quarter are payable on or before the date of registration. Any student who is unable to make payment at that time must make a special arrangement with the Financial Aid Office.
2. Written verification for third party billing must be received by the business office before a student will be allowed to register without making payment at the time of registration.
3. A student is not eligible for re-registration who has an outstanding balance due to the college. This includes any outstanding balance at another institution of the Community College system, if known.
4. No student will be allowed to graduate, receive a diploma or certificate, or a transcript of his record, nor will any information concerning his record be forwarded to any other institution or other person so long as the delinquent account is outstanding.
5. Students failing to complete the registration procedure, which includes payment to the Business Office, during the designated registration period as printed in the catalog will be required to pay a $5.00 late registration fee.

GENERAL GUIDELINES FOR STUDENT CHARGES AND REFUNDS

CURRICULUM COURSES

Tuition: Current tuition charges are $4.25 for in-state and $21.25 for out-of-state per quarter hour with a maximum charge of $51.00 and $255.00 per quarter respectively. Charges are shown below.

Quarter Hours	In-State	Out-of-State
1	$ 4.25	$ 21.25
2	8.50	42.50
3	12.75	63.75
4	17.00	85.00
5	21.25	106.25
6	25.50	127.50
7	29.75	148.75
8	34.00	170.00
9	38.25	191.25
10	42.50	212.50
11	46.75	233.75
12+	51.00	255.00

Exceptions: Students who have paid tuition at one institution and are given permission to transfer to another institution shall be issued a letter verifying payment has been made for the quarter and the institution to which he is transferring will accept the letter in lieu of payment.

A student may enroll for the same quarter at two or more institutions and the total amount of tuition paid may not exceed $51.00 or $255.00.

Persons 65 or over are not required to pay tuition.

Refunds: Tuition refunds are made if, in the judgment of the institution, the student is compelled to withdraw for unavoidable reasons. The student is required to make his request in writing to the Dean of Student Development. If the request is approved, two-thirds of the tuition is refunded if the student withdraws within ten calendar days after the first day of classes for the quarter. Refunds of $5.00 or less are not made. If a course or curriculum fails to materialize, all the tuition is refunded.

If a student withdraws before the end of the quarter for reasons excusable by the institution, the student may be allowed credit for the unrefunded tuition and fees if he enrolls during any of the next four calendar quarters and petitions in writing for such credit.

If a student dies during the quarter, all tuition and fees for the quarter are refunded to the estate of the deceased.

Library Fines: A fee for lost books and over-due books is charged. If a lost book fee is charged and the book is later found and returned, the fee is refunded.

Graduate Fees: The following graduation fees are charged: Cap & Gown, $9.00; Diploma or certificate, $10.00.

If a student fails to meet the graduation requirements and the cap and gown package is unopened, the $9.00 charge is refunded. If a student does not participate in graduation and asks that his diploma be mailed, a $4.50 charge is made for registered mail.

Audit Fee: Tuition for auditing classes must be paid except in case of full-time students who may audit with no additional charge.

Credit By Examination: Tuition must be paid for credit by examination except in case of full-time students for whom there would be no additional charge.

Parking: Parking stickers are distributed at registration at no charge. A $1.00 fine is charged for each parking violation after the first violation.

Physical Education Fees: The following physical education activity courses have fees as shown:

Golf	$15.00	Racquetball	20.00
Bowling	15.00	Swimming	20.00

If a student withdraws from the class before the first class meeting, the fee is refunded. No part of this fee is refunded after the first class meeting.

Insurance: A group accident insurance policy is available to students on a voluntary basis. Coverage is to and from school and for school-sponsored activities. The contract is September-September and the annual charge is $6.50 regardless of the quarter enrolled. There is no refund of insurance charges.

Registration Fee: There is no registration fee; however, students registering after the day of registration are charged a late fee of $5.00.

Student Activity Fee: All students who take eight or more quarter hours are charged a $9.00 student fee for the fall, winter, and spring quarters. A student pays a total of $27.00 for the academic year if he is enrolled for all three quarters. The fee is distributed as follows:

Student Government	$ 5.00
Athletics	$ 2.00
Circle	$ 2.00

All expenditures from these funds are related directly to student activities.

Exceptions: Students who take courses that are taught off campus are not charged a student activity fee. Persons who are employed as law enforcement officers and enroll in the Criminal Justice program are not charged the student activity fee.

Refunds: Rules governing student activity fee refund are the same as those for tuition refund.

Transcripts: No transcript is released without the written permission of the student. One official transcript is prepared without charge. A $1.00 fee is charged for each additional transcript.

Books: Cost of books will vary from program to program; however, most students pay an estimated $300 for books for the academic year, with the first quarter charges being considerably more than the other two quarters.

Special Fees: Because of the nature of some programs, additional supplies, materials, tools, etc., may be required for purchase by the student. The following list gives the estimated cost for these items. The student is responsible for securing these items and monies are not handled by the institution.

Air Conditioning	$150.00
Electronics Engineering	60.00
Electrical Installation	100.00
Automotive Mechanics	150.00
Drafting	50.00
Art	350.00
Machinist	20.00
Industrial Maintenance	90.00
Welding	30.00
Associate Degree Nursing	1,000.00
Cosmetology	70.00

NON-CURRICULUM EXTENSION COURSES

Tuition: A non-refundable $10.00 fee is charged for academic and occupational classes. For practical skills it is $15.00, and for avocational it is $19.00. Exceptions: Students who are prison inmates are charged no registration fee.

Volunteer firemen, fire department personnel, volunteer rescue and lifesaving personnel, and local law enforcement officers are offered job-related training extension courses with no registration fee.

Patients of state alcoholic rehabilitation centers are charged no registration fee.

Clients of sheltered workshops and Adult Development Centers are charged no registration fee.

Students of courses supported by grants and funds derived from sources other than state appropriations are charged no registration fee.

Exceptions: Persons enrolled in the Adult High School Diploma class or GED prep class, are charged no registration fee.

Persons 65 years of age, or older, are charged no registration fee.

Institutions may sponsor self-supporting classes. Charges are whatever is necessary to pay for the class.

1982-83 ESTIMATED STUDENT EXPENSES

	9 months	*12 months*
Dependent Living At Home:		
Room & Board	$ 1100	$ 1320
Transportation	700	935
Clothing	330	440
Personal	251	334
Health	132	176
Subtotal	$ 2513	$ 3205
Tuition & Fees (in-state)	180	231
Books & Supplies	232	310
TOTAL	$ 2925	$ 3746
Independent Self-Supporting:		
Room & Board	$ 2541	$ 3388
Transportation	700	935
Clothing	330	440
Personal	660	880
Health	132	176
Subtotal	$ 4363	$ 5819
Tuition & Fees (in-state)	180	231
Books & Supplies	232	310
TOTAL	$ 4775	$ 6360
Independent Married:		
Room & Board	$ 3762	$ 5016
Transportation	1000	1300
Clothing	660	880
Personal	660	880
Health	264	352
Subtotal	$ 6346	$ 8428
Tuition & Fees	180	231
Books & Supplies	232	310
TOTAL	$ 6758	$ 8969
Additional Factors:		
Students with dependent children add:		
First Child	$ 903	$1210
Second Child	825	1100
Third Child & additional	660	880
Out-of-State Student:		
Tuition & Fees:	$ 792	$ 1047

The budget of a handicapped student may include extra costs associated with the handicap. Budgets will be considered on an individual basis according to available funds.

VETERANS INFORMATION

The maximum period of entitlement for Educational Benefits is 45 months. These benefits must be completed within 10 years from date of discharge from active duty.

All veterans are prohibited from receiving VA payment of educational benefits for auditing a course or for a course which is not used in computing graduation requirements, including any course from which the student withdraws, unless there is a finding of mitigating circumstances causing withdrawal.

No school may have authority to negotiate VA Educational Benefits Checks or direct or indirect access to the proceeds of such checks through devices such as post office box addresses or sales offices of the school which serve as students' mailing address, or bank accounts jointly held with payees to which benefit checks are mailed. All educational benefit checks must be negotiated by the veteran or eligible person.

85 to 15% Ratio Requirements... Effective December 1, 1976, the enrollment of an eligible veteran (not already enrolled) may not be approved in any course for a period which more than 85% of the students (veterans) enrolled are having all or part of their tuition, fees, or other charges paid to or for them by the Veterans Administration. Specially excepted from computing 85 to 15% Ratio are special assistance payments for the educationally disadvantaged, Farm Co-operative Courses and courses offered under contract with the Department of Defense. Once a student is properly enrolled in a course which meets the 85 to 15% requirements, benefits may not be terminated because the 85 to 15% requirement is subsequently not met as long as the student's enrollment remains continuous.

Standards of Progress... All veteran students must meet the requirements for academic progress as set forth in the Catalog and the Student Handbook. Our procedure is to check each veteran's overall QPA at the end of each quarter. If the student's overall QPA is below school standards, he is placed on probation for one quarter. If, at the end of this time, his QPA is still below the school's standard, he will be terminated with the Veterans Administration for unsatisfactory progress. If a veteran's academic status falls into the category mentioned above, he will be referred to the Dean of Student Development to be placed on Conditional Status at the end of the quarter during which unsatisfactory progress has occurred. He will conduct the initial screening interview. If student is a veteran, it will be required he be placed on Conditional Status. The Dean of Student Development will develop and implement a plan with the student which will include minimum QPA he may attain for that conditional quarter. He will meet with the student on a scheduled basis. At the end of the conditional status quarter, the Dean of Student Development will review the student's academic progress. If progress is satisfactory according to the plan, the veteran will be removed from Conditional Status and be re-certified to the Veterans Administration retroactively to the beginning of that quarter (effective Fall, 1985).

Vocational veterans must turn in time sheets to the Assistant Financial Aid Officer at the end of each month. Delay in turning time sheets in may hold up checks. Each month vocational veterans will receive a Certification of Attendance form which must be signed and submitted to the office of the Assistant Financial Aid Officer. Another check will not be mailed until this has been processed by the Veterans Administration.

All veterans must inform the Veterans Affairs Office of all academic drops of courses which change their status as full-time, ¾ time, or ½ time. If the reason for dropping in credits is not due to mitigating circumstances, the VA will go back to the beginning of the quarter and charge that student with an overpayment. A student must also notify the Veteran Affairs Office of a withdrawal.

Mitigating Circumstances . . . Circumstances which directly hinder any eligible veteran's pursuit of a course and which are judged to be out of the student's control, illness, death in the immediate family, financial obligations which require a change in terms, hours, or place of employment which precludes pursuit of a course, discontinuance of a course by a school or active duty military service, including active duty for training.

No money will be received from the Veterans Administration until the student has been certified by the Veterans Affairs Office at Mitchell. No certification will be mailed until students complete their files including high school transcripts, GED scores, and college transcripts where applicable. Certification should take place as soon as possible in order to avoid a delay in receiving the first check (it takes approximately 30 days from the date of certification before the first check is received).

Certain documents are required by the Veterans Administration for certification purposes. They are: a certified copy (from the courthouse) or member #4 of the DD 214 (discharge papers), and when applicable, certified copies of marriage certificates, certified copies of children's birth certificates, and xerox copies of divorce papers of the veteran and spouse. These dependency evidence requirements must be submitted by all veterans before being paid for dependents.

Benefits are determined by the academic course load as indicated in the table below:

College Transfer & Technical —
- Full: 12 credit hours & above
- ¾: 9 to 11 credit hours
- ½: 6 to 8 credit hours

Vocational —
- Full: 22 contact hours & above
- ¾: 16 to 21 contact hours
- ½: 11 to 15 contact hours

The Regional Office address is: Veterans Administration Regional Office, 251 North Main Street, Winston-Salem, N. C. 27102. The toll free number is 1-800-642-0841.

The telephone number for Veterans Affairs at Mitchell is 704-873-2201. Call or visit this office any time for further information.

FINANCIAL ASSISTANCE INFORMATION

The purpose of financial aid is to help students who would be unable to attend Mitchell without assistance. To be considered for aid an ACT Family Financial Statement must be completed and the Pell Grant must be applied for by checking the appropriate box on the form.

APPLICATION PROCEDURES FOR FINANCIAL ASSISTANCE

1. Obtain the ACT forms from high school counselors or the Financial Aid Office at Mitchell Community College.
2. Complete and mail the forms to ACT in Iowa. Incomplete forms will not be processed. Be sure to check boxes applying to the Pell, and include the code for a report to be sent to Mitchell Community College.
3. Students must contact the Financial Aid Office when they receive reports from ACT and from Pell Grant.
4. Complete applications will then be considered by the Financial Aid Awards Committee. Students will be notified of decisions, and the reasons for those decisions.

For more information contact the Financial Aid Office, Main Building, Room 215 or call 873-2201, extension 232 or 219.

DEADLINES

The ACT forms should be mailed by the student at least two months prior to enrollment. Complete reports should be on file in the Financial Aid Office by:

July 1 for Fall Quarter
November 1 for Winter Quarter
February 1 for Spring Quarter
May 1 for Summer Quarter

To be considered for the N.C. Student Incentive Grant, the ACT form should be completed by March 15, prior to September enrollment.

TYPES OF AID AVAILABLE

Pell Grant (formerly known as Basic Grant)
Supplemental Educational Opportunity Grant (SEOG)
North Carolina Student Incentive Grant (NCSIG)
College Work Study (CWS)
Scholarships
North Carolina Insured Student Loans (NCISL)
Veteran's Educational Aid (See Veterans' Officer)

After completing an ACT form and having a report sent to Mitchell, a student is considered for financial aid. The available funds are then distrib-

uted among eligible students according to need. Need is the difference between cost of education (expenses such as tuition, fees, room, books, supplies) and the amount the student and family can afford to pay. A student may receive several different awards. Grants are not repaid. Work Study awards must be earned as hourly wages for part-time work on campus. Loans must be repaid, after the student's education is completed. The interest rate on Insured Loans is 8% with repayment beginning 6 months after leaving school.

Students denied financial aid are entitled to an explanation as to the basis for denial. Appeals must be made in writing to the Financial Aid Appeals Committee and addressed to the Financial Aid Officer within 10 days of receiving notification of denial of aid. The Financial Aid Appeals Committee shall convene for the purpose of hearing the appeal and notify the student as to the committee's decision.

CHECK DISBURSEMENT

Financial aid checks may be picked up at the Business Office upon presentation of the student's valid MCC identification card. Check disbursement dates are as follows: Scholarships, SEOG, NCSIG and NCISL checks are available on registration days; Pell checks are distributed twice a quarter at registration and pre-registration; College Work Study checks will be distributed on the 15th of each month.

RIGHTS AND RESPONSIBILITIES

All aid applicants and recipients are entitled to know the following information:

Cost of attendance and refund policies.

Types of aid available, application procedures, and deadlines.

Criteria used in selection of financial aid recipients.

How financial need is determined and how much of the student's need has been met.

Each type and amount included in the financial aid package; how and when the student will be paid.

May request an alteration of their award at any time.

Satisfactory progress guidelines.

About Mitchell's programs and physical facilities.

Names of its accrediting organizations.

Special facilities and services available to the handicapped.

Borrowers of educational loans have the right to know the interest rate on account owed, repayment schedule, and cancellation and deferment provisions.

Work-Study participants have the right to know the type of job, hours, and rate of pay.

All aid applicants are responsible for:

Completing the financial aid application accurately, and submitting it on time to the right place.

Providing necessary information for verification, corrections, etc., when requested by the Financial Aid Office.

Informing the Financial Aid Office of any changes in their financial situation, mailing address, marital status, number of dependents, employment status, or academic program.

Accepting responsibility for reading and understanding all forms signed by student.

Borrowers of educational loans should notify the lender of any changes in name, address, or school status.

TRANSFER STUDENTS

If a student transfers from one school to another, his/her financial aid does not automatically accompany. The student must take the necessary action to continue receiving financial assistance.

If a student is transferring to Mitchell a financial aid transcript must be submitted from the previous school at the student's request.

If a student had a Pell Grant, he/she must get a copy of the Student Aid Report (SAR) to submit to the financial aid officer.

A borrower from the Guaranteed Student Loan Program should check with the lender to be sure the loan can continue at the new school.

SCHOLARSHIPS

Scholarships are awarded according to criteria established by donors. Additional scholarship sources are prevalent in the community through local profit and nonprofit organizations. For more information contact the Financial Aid Office.

THE ALUMNI SCHOLARSHIP was established in 1979 by the Mitchell Community College Alumni Association. The Scholarship will be awarded annually to a child or grandchild of an alumni, with the stipulation that the recipient must maintain a 2.0 grade point average.

THE ANDERSON FAMILY SCHOLARSHIP has been established by the Anderson family to assist students who wish to continue their formal education. The scholarship will be awarded annually to any student who has financial need. Application for the scholarship should be made to the college scholarship committee.

THE BAUGH SCHOLARSHIP was established in 1970 in memory of J. M. Baugh by his associates, R. A. Lowery, Jr. and J. W. Thornton. In order to perpetuate the community and civic responsibility which "Red" felt, this scholarship will be awarded annually to an Iredell student who gives evidence of leadership potential.

THE BRADY MEMORIAL ORGAN SCHOLARSHIP was established by the employees of Brady Printing Company, family and friends honoring the late James A. Brady, who often expressed particular interest in the Organ Department and had hoped that more talented and ambitious young persons would study organ. Auditions will be held for the scholarship, which will be awarded to an Iredell County resident for the study of music at Mitchell Community College.

THE BUNCH SCHOLARSHIP FOR EXCELLENCE has been established and endowed by the family of Lizzie May Pardue Bunch. Because of her interest in the education of young persons, the scholarship will be awarded to a second year student or students, on the basis of scholarship, character, and leadership potential.

THE FRED B. BUNCH, JR. SCHOLARSHIP was established in 1981 by his family and friends in memory of Fred's contributions to the community and his support of Mitchell. He served as a member of the Board of Trustees for a number of years and as Chairman from 1967-1970. Applications should be submitted to the Scholarship Committee. The scholarship will be awarded from fund earnings and priority will be given to a student having academic potential and needing assistance in achieving educational goals at the college.

THE CARTER SCHOLARSHIP was established in 1974, in memory of Dr. and Mrs. Joe Carter and will be awarded as funds are available.

THE RUTH GAIL CONGER SCHOLARSHIP was established in 1982 by the Quota Club of Charlotte in loving memory of their charter president and honorary member, the late Ruth Gail Conger, for her outstanding leadership and contributions of service to the work of the Quota Club and for her concern for and interest in the education of young people.

THE WILLARD GOOGE CARITHERS SCHOLARSHIP was established by a gift from Mrs. Carithers' Estate and donations from her friends and family. Because of her interest in young people, fine arts, and the college, the earnings of the scholarship fund will be awarded annually with priority given to Iredell County residents demonstrating talent in fine arts, having financial need, and interested in pursuing their studies at the college. Applications should be made to the Scholarship Committee.

THE JOSEPH DAVIS SCHOLARSHIP was established in 1983 by Mrs. Jessie Davis Hardy in memory of her brother. Priority in awarding the scholarship will be given to descendents or relatives of their father, Jesse Tilden Davis as well as students interested in business or industrial maintenance. Applications should be made to the Mitchell Community College Scholarship Committee.

THE EXCHANGE CLUB SCHOLARSHIPS were established in 1977. The three annual scholarships are awarded to Iredell County residents demonstrating need and a desire for education. Each scholarship provides tuition and fees for three quarters.

THE ANABEL EAGLE FOSTER MEMORIAL SCHOLARSHIP was established in 1979 through the will of Ms. Foster. It is to be awarded to a sophomore, female resident of the Cool Springs Township considered deserving by the Scholarship Committee.

THE LOUIS AND CHARLOTTE GORDON MEMORIAL SCHOLARSHIP was established in 1978 by Gordon Industries, Inc. in memory of the late Louis and Charlotte Gordon for their contributions to humanity and for their deep interest in and concern for young people. The scholarship will be awarded annually to a young Iredell County resident on the basis of financial need.

THE HOLBROOK NURSING SCHOLARSHIP was established in 1984 with a gift from the Davis Hopsital Foundation. The Board of Trustees named the scholarship in honor of Dr. J. Sam Holbrook not only for his support of Nursing Education in the area, but for his years of service to Mitchell as a supporter and trustee. The scholarship will be awarded annually from the earnings of the endowment; based on performance and need of the applicant; and selected by the Scholarship Committee.

THE HUNT MANUFACTURING COMPANY SCHOLARSHIP was established in 1983 by the Hunt Manufacturing Company Foundation. The selection of the recipient is based on academic promise.

THE IRMA HOLMES HALL LIBRARY SCHOLARSHIP, which is endowed by friends of Mrs. Irma Holmes Hall and her husband, W. Frank Hall, was established to encourage students interested in library science as a vocation. The scholarship will be awarded from endowment earnings.

THE JENSEN MUSIC SCHOLARSHIP was established in 1969 by the Jensen family and friends, in memory of the late Fritz Jensen, who had a deep love for the arts and especially music. The scholarship will be awarded annually to outstanding sophomore music students at Mitchell Community College.

THE JOHNNY WAYNE MCLAIN SCHOLARSHIP was established in 1966 in memory of Johnny McLain, by friends of his family and members of the Concord Presbyterian Church, Loray Community, Statesville. He was the first soldier from his church killed in Vietnam. The amount of the scholarship is to be determined by the earnings from the principal sum, and awarded to students accepted for admission at Mitchell Community College and recommended by the Concord Presbyterian Church.

THE K. C. ELLER LEADERSHIP AWARD is given each year to a rising sophomore who has demonstrated leadership traits characterized by Mr. Eller, who served as chairman of the Mitchell Community College Board of Trustees from July 1, 1973 until his death on February 10, 1975.

THE PHILLIP FEIMSTER MEMORIAL SCHOLARSHIP was established in 1981 in memory of Phillip Feimster, an outstanding student athlete. The scholarship is awarded on the basis of leadership, athletic ability, and financial need.

THE LOUISE GILBERT ART SCHOLARSHIP was established in 1977 by the Margaret Raynall Bible Class for the First Presbyterian Church in memory of Louise Gilbert for her contribution to the College and community in the field of art. The scholarship will be awarded annually to an art student with preference being given to a student from Iredell County.

THE MARY AND SAM JONES SCHOLARSHIP FUND was established in the will of Sam P. Jones, to be awarded to Iredell County student(s) in the sound discretion of the Board of Trustees. The first recipient was

named for Fall of 1977. The amount is to be determined by income earned on the trust fund.

MISS ELIZABETH HILL NURSING SCHOLARSHIP established in 1983 in honor of Miss Elizabeth Hill who established the nursing school at Davis Hospital and spent most of her adult life educating and supervising professional nurses. The endowed program is funded from earnings of the Macie Reagan Freeze Estate by trustees Jack R. Harris and T. C. Homesley, Jr. Awards will be made to promising students or applicants from the earnings of the endowment based on selections by the scholarship committee.

MITTIE HUSKINS CALDWELL NURSING SCHOLARSHIP FUND established in 1982 by J. P. Huskins in memory of his sister Mittie Huskins Caldwell who spent most of her adult life nursing young minds. Awards will be made from the earnings of the endowment of promising students or applicants of the Associate Degree Nursing Program based on selection by the scholarship committee.

THE MITCHELL COMMUNITY COLLEGE ART CLUB SCHOLARSHIP was established in 1977 by students of art at Mitchell Community College. Students raise money annually through various fundraising activities. The award pays full tuition for an academic year, and is awarded annually to an entering freshman on the basis of high school art achievements.

THE MURDOCK SCHOLARSHIP was endowed by Mr. and Mrs. Harvey Murdock. A recipient must be from Iredell County and make application to the Mitchell Community College Scholarship Committee.

THE NORTH CAROLINA COMMUNITY COLLEGE SCHOLARSHIP PROGRAM was established in 1984. The scholarships will be awarded annually to needy students based on the guidelines set up by the Department of Community Colleges. Applications should be made to the Mitchell Community College Scholarship Committee.

THE NORTH CAROLINA SHERIFFS' ASSOCIATION UNDERGRADUATE CRIMINAL JUSTICE SCHOLARSHIP was established in 1984 for students enrolled in curriculum programs in Criminal Justice, Juvenile Justice, Correction Science, or Police Science. Applications should be made to the Mitchell Community College Scholarship Committee. For further information regarding eligibility criteria, contact the Financial Aid Office.

THE PURPLE HEART SCHOLARSHIP was established in 1959 by Chapter No. 285 of the Military Order of the Purple Heart of the United States of America, Inc. in memory of Pfc. Lee Roy Smith, S/Sgt. Hugh Smith Denny, and Sgt. John Troy Troutman, three Iredell County veterans killed by enemy action in the line of duty. The scholarship is to be awarded to Iredell County residents, based on scholastic ability and need, with priority given to direct descendants of Purple Heart veterans and other veterans.

THE GEORGE A. SCOTT SCHOLARSHIP was established in 1971 in loving memory of George A. Scott, who, during his short lifetime, showed a dedication to the church, a deep sense of community responsibility, and a concern for education by serving as a Mitchell College trustee. The scholarship is endowed by his business associates and friends in appreciation of the example which he set. It will be awarded annually to children of employees of Ross Furniture Co., Inc. and Statesville Chair Company, applicants from

employee families, it may be awarded to other deserving Iredell County students.

THE SPANN, MANGUM, CROOM & DOCKERY MEMORIAL SCHOLARSHIP was established in 1974 by the Spann, Mangum, Croom & Dockery Board of Directors for their outstanding leadership in the Statesville community. It will be awarded annually to a minority student recommended by a board member or members, on the basis of need, commitment and leadership.

THE STATESVILLE BRICK COMPANY SCHOLARSHIP was established in 1976 by the management of Statesville Brick Company to assist employees and their children who are interested in the acquisition of educational skills.

THE STATESVILLE CITY OF PROGRESS KIWANIS CLUB SCHOLARSHIP was established in 1975 in memory of the late Mike Courain, who was dedicated to the youth of his community. It is to be awarded annually to an outstanding Key Club or Keywanette member from one of the Iredell County high schools.

THE STATESVILLE COMMUNITY CLUB SCHOLARSHIP was established in 1967 honoring Mrs. Thomas E. Anderson and her daughters, Miss Grace Anderson and Miss Ina Anderson. Both Mrs. Anderson and Grace were teachers at Mitchell College. It is endowed by funds from the Statesville Community Club and held in trust by the Northwestern Bank. The scholarship is to be awarded annually to worthy residents of Iredell County who are interested in advanced education.

THE STATESVILLE KIWANIS CLUB SCHOLARSHIP was established in 1977. It is to be awarded annually to a resident of Iredell County, based on academic achievement and financial need.

THE STATESVILLE RECORD AND LANDMARK SCHOLARSHIP was established in 1962 by employees of the Statesville Record and Landmark, in order to assist employees and their children. The amount is to be determined by interest on the principal sum, which is to be added to the principal in the event that the scholarship is not awarded. If there are no eligible applicants, the award may be given to an Iredell County resident. The scholarship must be awarded at least every five years.

THE STIMPSON CITY EMPLOYEE SCHOLARSHIP was established and endowed for the benefit of the employees of the City of Statesville, and will be awarded to an employee or a member of the employee's immediate family.

THE E. B. STIMSON MEMORIAL SCHOLARSHIP was established in loving memory of "Cap" Stimson, who for many years served as the head of Mitchell College Music Department. It is endowed by the MacDowell Music Club and friends of the Stimson family. Candidates for the music scholarship must audition before a select panel of judges.

THE HENRIETTA WALLACE SCHOLARSHIP was established in 1982 by Constance and Julius Aronson in memory of their sister, the late Henrietta Wallace, who studied music at Mitchell and had a deep love for the arts. The scholarship will be awarded annually to a music major on the basis of audition and financial need.

THE WACHOVIA TECHNICAL SCHOLARSHIP was established by the Wachovia Bank and Trust Company for a second year technical student demonstrating financial need, scholastic promise, and prior successful academic performance at Mitchell.

THE BILLY WATT MEMORIAL SCHOLARSHIP was established by William N. and Hilda S. Watt in memory of their son, Billy Watt. The scholarship will be awarded annually to graduates or seniors of Alexander Central High School. Applications for the scholarship should be made to the Alexander High School Scholarship Committee.

THE PAUL AND ANNIE MCGILL WILSON SCHOLARSHIP was established in 1979 from the estate of Annie McGill Wilson, Class of 1924. Preference shall be given to students who are interested in library science, have financial need, and demonstrate academic talent.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID

Financial Aid recipients, in addition to maintaining the cumulative quality point average specified on page 25 of the College Catalog, must complete 8 credit hours per quarter if full-time, 6 credit hours if three-quarter time, and 4 credit hours per quarter if half-time. The maximum number of quarters to complete the degree for financial aid purposes are as follows:

	No. of Quarters in College Transfer	No. of Quarters in Technical	No. of Quarters in Vocational
Full-time	12	13	9
Three-quarter time	16	17	12
Half-time	24	25	18

In a recipient does not meet the grade point average and minimum hours completed per quarter, the student will be placed on academic probation the proceeding quarter. If at the end of the probationary period, the qualitative and quantitative aspect of satisfactory progress has not been met, the student will be notified of termination from financial aid. Reinstatement can be made by meeting the satisfactory progress guidelines or by the appeal process.

Mitigating Circumstances — Due to the additional requirements set forth by the Federal government and the importance of student notification, catalog revisions and consumer information, the policy will not be enacted retroactively, but will become effective wiith the 1984-85 academic year. The policy will be reviewed periodically to determine its effectiveness and purpose.

Student Life

Mitchell Community College is interested in helping each student develop to his fullest potential. With this goal in mind, the college strives to offer a comprehensive program in academics as well as social and cultural activities to build a well-rounded person.

STUDENT RESPONSIBILITY

Students at Mitchell Community College are expected to conduct themselves as ladies and gentlemen in accordance with generally accepted standards of morality and decency at all times. The college is in accordance with Federal, State, and local statutes and will cooperate with the respective law enforcement agencies in their enforcement. The code of Student Conduct and Student Appeals procedure are detailed in the Student Handbook, which is distributed to each student enrolled in a curriculum program or course.

PRIVACY RIGHTS

The College recognizes and assumes responsibility for the protection of student rights regarding privacy. Consequently, the official academic record is open to the student upon written request by him. The forwarding of information to any other agency will occur only when the student requests in writing that it be sent. Students' Rights and Privacy Policy is printed in the Student Handbook.

VEHICLE REGISTRATION

All vehicles driven on the college campus must be registered and have a parking permit properly displayed. Any violation of college traffic rules and regulations will result in a fine.

HANDICAPPED STUDENTS

Special parking facilities are available to handicapped students. Requests for special parking permits are to be submitted to the Dean of Student Development.

All permanent instructional facilities are readily accessible by handicapped students. Art and music are taught in temporary facilities. Special arrangements will be made for handicapped students who desire to use these facilities.

The Director of Institutional Research is the person to contact for additional information concerning facilities for the handicapped. His office is in Frazier House.

PLACEMENT SERVICE

Mitchell Community College offers job placement service to students for part-time or regular employment. The services of the Job Placement Office are available to current and graduating students, alumni, and prospective employers.

Graduating students are given counsel and assistance in preparing for job placement. Information pertaining to job opportunities is provided, along with assistance in gathering and presenting information to prospective employers. Interviews are arranged for representatives of business and industry who visit the campus to recruit prospective employees. Further information may be obtained from the Job Placement Office.

COUNSELING

Counseling and guidance services are provided by the college to aid students in determining their vocational and educational programs as well as assisting in resolving problems of a personal nature which might affect progress toward educational objectives. Professionally trained counselors are available.

HEALTH SERVICES

Persons who desire to see a doctor may check the Student Development Office for the names of local doctors who work closely with the college. Serious injuries should be referred immediately to the emergency room at Davis Hospital.

ATHLETICS

Mitchell Community College fields intercollegiate athletic teams in golf and tennis. The institution is a member of the Western Tarheel Conference. Students interested in competing in these sports should see the coaches.

INTRAMURALS

The Intramural Program is open to all students and college employees who believe that this program would improve their personal outlook on life, physical and mental well-being and social happiness. It is not designed as a practice opportunity for varsity athletes. With this in mind, all students who have previously been a member of a varsity program are ineligible for Intramurals at Mitchell Community College in their specialized areas.

STUDENT ORGANIZATIONS

Mitchell Community College encourages students to be active in affairs of the institution. Through organizations, the students will find opportuni-

ties for entertainment, making new friends, leadership, and service to the college community.

All student organizations must be approved by the administration and Student Government Association. Each organization must have a copy of its constitution or purpose which includes a statement of open membership without regard to race, color, religion, handicap, sex, creed, or national origin, and the name of a faculty advisor on file with the Student Government Association.

STUDENT GOVERNMENT ASSOCIATION

The purpose of the Student Government Association is to help each student develop a personal sense of pride for and responsibility to the college, and to accept his democratic responsibilities as an American citizen.

The Student Government Association acts as an intermediary between the student body and the administration of the college, serving as a student forum representing the student to the college faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. All students who pay activity fees are members of the Student Association.

PUBLICATIONS

The Office of the Dean of Student Development is responsible for student publications that are published periodically throughout the year. The purposes of these publications include: dissemination of information, establishment of channels of communications, development of student initiative and responsibility, and publication of a permanent record of events and activities.

The "Circle" is the college yearbook. It is published annually.

The "Student Handbook" is the student's guide. It is published annually.

The "Transfer Handbook" is published annually.

The "College Catalog" is published bi-annually.

The "Activity Calendar" is published monthly.

THE LEARNING RESOURCES CENTER

The Mitchell Community College Learning Resources Center is responsible for providing materials and services to support the learning and leisure-time activities of the students, faculty, and community.

All books and audiovisual materials are catalogued in one central, dictionary type, care catalog, using the Dewey Decimal Classification.

The Learning Resources Center comprises two service areas — the Library and the Audiovisual Center.

The library area houses the book collection, periodicals, vertical file, microfiche, and microfilm. All special indexes — periodicals, poetry, plays, essays, book reviews, newspapers — are on the main floor near the card

catalog. Services available are: Reference assistance, interlibrary loans, displays, reserve materials, paperback collection, night book deposit (to left of front entrance), college catalogs, microfilm reader/printer, microfiche reader/printer, and coin-operated copier for hard copies.

The audiovisual center provides a lab for production of materials as well as a central point for inventory and check-out for all AV equipment. Media services available are:

1. Production of transparencies, audio tapes, videotapes
2. Lamination
3. Dry mounting
4. Signs and posters
5. Photography
6. Instruction in operation of equipment

The Learning Resources Center is open to students, faculty, and community.

Regular school days:

Monday-Thursday	8 a.m.-10 p.m.
Friday	8 a.m.- 5 p.m.
Sunday (except summer)	1-5 p.m.

During breaks between quarters:

Monday-Friday	8 a.m.- 5 p.m.

Rules and regulations are kept at a minimum.

Books for regular circulation may be checked out for two weeks — renewed if brought in for restamping.

Reserve books may be checked out for one hour during school day and for overnight after 4 p.m.; after 12:00 noon, Friday, for weekend.

Fines are charged at a rate of five cents per day for regular circulation and five cents per hour for reserves.

Records and tapes may be checked out for overnight after 4:00 p.m.

Smoking is allowed in reading room (3rd floor).

COLLEGE INFORMATION OFFICE

The Mitchell Community College Information Office is the college's official information agency, responsible for communicating to the public the word about Mitchell programs and people. This task is accomplished through the use of news releases, exhibits, speaker's bureau and other similar media.

STUDENT UNION

Mitchell Community College provides a Student Union for the convenience of the students. The union houses a student lounge area with recreational facilities. In addition, food service is available for breakfasts, lunches and snacks.

The Student Union is open from 8:00 a.m. to 8:30 p.m., Monday through Thursday, and from 8:00 a.m. to 2:00 p.m. on Friday.

Academic Regulations

QUARTER SYSTEM

Mitchell operates on a four quarter system. The fall, winter, spring and summer quarters are each approximately eleven weeks in length with additional summer sessions divided into two 5½ week sessions. The college is in session five days a week. Classes normally meet hourly for fifty minutes with a ten minute break between them. The number of times that a class meets each week is determined by the number of quarter hours credit.

Quarter hours credit is awarded as follows: one quarter hour of credit for each week of class lecture, one quarter hour of credit for each two hours per week of laboratory work, and one quarter hour of credit for each three hours per week of shop practice.

REGISTRATION

All students are required to register at the beginning of each quarter of attendance. Students attending courses for which they are not officially and completely enrolled will receive neither grade nor quarter hour credit for the course. Most students fall into this category when they have not completed registration or formal course addition. Formal registration includes payment to the Business Office. Because a student is listed in the teacher's roll book does not necessarily mean that he is enrolled for the course. Formal completed enrollment is based on the official class rosters generated by the Registrar's Office as soon as possible after registration week. Students whose names are not on that roster should be so advised, and completion of enrollment then becomes the student's responsibility.

RESIDENCE — AND — TUITION STATUS

Residence status is established for tuition purposes when a student enrolls. An application for this purpose is completed during the registration procedure.

Appeals may be made to the Dean of Student Development when a student questions the status, or when a student's status changes. If the student is not satisfied with the decision at this point, appeals may be made to the State Residence Committee.

CHANGE OF SCHEDULE

Changes in a class schedule after registration must be made in the office of the Registrar.

The last day that courses may be added each quarter (normally three days after registration) is stated on the college calendar. Any student wishing to drop a course must complete the drop procedure processed through the office of the Registrar and the Business Office.

STUDENT COURSE LOAD

A student must register for 12 credit hours per quarter in college transfer and technical programs, and 22 contact hours in vocational programs to be considered a full-time student, and the course load must not drop below these hours per quarter. These requirements are minimal to receive full V.A. benefits.

The normal course load varies with each program. For college transfer the course load is 16 credit hours per quarter while the normal course load for the technical programs is 18 credit hours per quarter. Vocational programs normally consist of at least 22 contact hours per week.

A student may not register for more than 21 credit hours without approval of the Dean of Student Development, unless required by one's occupational curriculum. Approval of an overload will be determined on the basis of past achievement of the student.

It is recommended that students who are employed either on a part-time or full-time basis consult with their faculty advisors to determine the course load appropriate for their particular case.

CLASSIFICATION

A student is classified as a freshman from initial enrollment until 36 quarter hours credit have been earned, at which time he/she is classified as a sophomore. For student activities purposes, the student must have been enrolled for a minimum of three quarters before he/she is classified as a sophomore.

ATTENDANCE POLICY

Regular class attendance is considered to be a vital ingredient in scholastic achievement and is one of the many responsibilities of the college student. As a result students are expected to be in attendance for each class meeting unless prohibited by uncontrollable events.

No absence exempts the student from completing the work assigned during the absence. The student will assume the responsibility of determining what work was missed and completing the work.

Once a student has properly registered and paid the necessary registration fees, the student shall be enrolled in said class until one of the following occurs:

1. Student Withdrawal
   A. He/she officially withdraws (this constitutes student withdrawal and is effective as of that date.)
2. Administrative Withdrawal
   A. He/she fails to maintain contact with instructional personnel for two consecutive weeks. (Evidence of maintenance of contact may be through class attendance, submission of course assignments, personal contact, or telephone contact.)

B. The responsible instructional personnel are reasonably assured that the student does not intend to pursue the learning activities of the class. (This constitutes administrative withdrawal and is effective as of that date.)

C. He/she completes the miminum objectives stated for the class, or transfers to another class.

Students will be given specific class attendance policies by each division at the beginning of each quarter.

GRADING SYSTEM AND QUALITY POINT AVERAGE

The 4.00 quality point system is used to calculate student quality point averages. The letter grades used are:

A — Excellent — 4 quality points per quarter hour

B — Good — 3 quality points per quarter hour

C — Average — 2 quality points per quarter hour

D — Passing — 1 quality point per quarter hour

F — Failed — No quality points per quarter hour

I — Incomplete — Work must be completed satisfactorily within the next quarter, except that, where circumstances warrant, the instructor may approve an extension of time up to one year from the closing date of the course. If the "I" has not been removed by the designated date, a grade of "F" will be recorded.

W — Withdrawal — Denotes official withdrawal from school.

AU — Audit — No grade or quality points.

*P — Pass

*NP — Non-Pass

The quality point average is calculated by dividing the total number of quality points earned by the total number of quarter hours attempted, including both courses passed and failed, unless the courses have been repeated. When a course is repeated, the last grade earned will be included in calculating the QPA. All courses attempted will be shown on the official transcript.

A "C" average is required for graduation. On the 4.00 quality point system, a "C" average is a 2.00 quality point average.

*Given for developmental courses only. Institutional credit only is awarded. Hours are not counted toward graduation and are not figured in the student's quality point average.

GRADE REPORTS

Records of progress are kept by this institution on veteran and non-veteran students alike, and progress records are furnished all students at the end of each scheduled school quarter.

DEAN'S LIST

The Dean's List is published at the end of each quarter. Any student who is enrolled for at least twelve quarter hours and earns a quality point average of 3.5 for the quarter with no grade below "C" will be on the Dean's list for that period.

CLASS HONORS

Any student enrolled for at least twelve quarter hours each quarter and maintaining a 3.30 average or higher for any one year will be eligible for Class Honors at Graduation.

COLLEGE HONORS

Any student enrolled for at least twelve quarter hours each quarter and maintaining a 3.30 average or higher for all work attempted while at Mitchell Community College will be eligible for College Honors at graduation.

SATISFACTORY ACADEMIC PROGRESS

The following scale will be used as a basis for determining a student's status for certification purposes to the Veteran's Administration, Social Security, Vocational Rehabilitation, student loans and scholarship agencies, conditional status, and other private or public agencies requiring such information.

Students receiving financial aid must maintain satisfactory academic progress to continue receiving aid. The total hours attempted are utilized in the computation of the overall, accumulative quality point average. This includes both courses passed and failed, unless the course has been repeated. When the course is repeated, the last grade earned will be included in the calculation of the quality point average. For further information, see the Financial Aid Section of the catalog.

Veteran students must meet the requirements for academic progress as set forth below. If a veteran does not meet this requirement, he will be placed on academic probation for one quarter. If he does not bring his overall grade point average up to within school standards by the end of that quarter, he will be terminated with the Veterans Administration in Winston-Salem. The procedure for reinstatement of VA benefits is given on page 00.

Degree Programs		**Diploma Programs**		**Certificate Programs**	
Hours	*QPA*	*Hours*	*QPA*	*Hours*	*QPA*
0-15	1.00	0-20	1.25	0-7	1.50
16-30	1.25	21-40	1.50	8-13	1.75
31-45	1.50	41-60	1.75	14-	2.00
46-60	1.75	61-	2.00		
61-75	1.90				
76-	2.00				

Students enrolled in the Nursing Programs please see Nursing Handbook, PROGRESSION POLICY.

CONDITIONAL STATUS

In an effort to provide more effective assistance to students enrolled at the college, the conditional status policy is re-stated. Because of the difficulty some students experience in satisfactorily meeting institutional academic standards (especially as shown in the college catalog and student handbook), conditional status for such students may be necessary. Procedure will be as follows:

1. Referral — Student's advisor, instructor, or other staff member will recommend in writing to the Dean of Student Development the review of student's academic difficulty for appropriate action. Referral may be made at the end of the student's first quarter, or at the end of any subsequent quarter.
2. Initial Screening Interview — Dean of Student Development will conduct initial screening interview to offer recommendations and assign to counselor, if applicable.

3. Counselor Interview — Counselor will meet student to determine if conditional status would be of benefit. If so, a written plan shall be developed and implemented by counselor and student. Plan should include: (1) minimum QPA for conditional quarter. (2) Regularly scheduled meetings with assigned counselor. Copies are to be distributed to advisor, Dean of Student Development, student, referral source, and to the VA, Financial Aid and CETA Offices, if appropriate.
4. Plan Reviewed — At the end of the conditional status quarter, the counselor will review student's academic progress for possible removal from conditional status or appropriate action.

CREDIT BY EXAMINATION

Credit by examination may be allowed for a given course if a regularly enrolled student can demonstrate the required level of proficiency as a result of independent study and experience. This credit will be based on a division examination under the direction of the chairperson of the division in which the course is offered. Credit hours will count toward graduation; they will not be computed in quality point average as grades and quality points will not be recorded. Application for credit by examination must be processed in the Registrar's Office. Tuition must be paid except in cases of full-time students for whom there would be no additional charge. Examinations may be scheduled at the discretion of the division chairperson involved. Not all courses may be challenged, and those appropriate must be determined by the Division Chairperson.

ADVANCED PLACEMENT

Students entering Mitchell Community College from Statesville City Schools, Iredell County Schools, or Mooresville City Schools may be awarded advanced placement credit as provided in an agreement between these school systems and Mitchell Community College.

Advanced placement credit based on high school achievement may be allowed to students enrolling full-time in the Business Department. Details concerning specific requirements are available from counselors at the high schools or at Mitchell Community College.

Students enrolled in the Nursing Programs, please see the Nursing Handbook, Advanced Placement.

DEVELOPMENTAL STUDIES PROGRAM

The goal of the Developmental Studies Program is to meet the challenge of the College's "open door" admissions policy, which brings students of varying educational needs and abilities to the campus, and to fulfill the College's purpose "to be of optimum educational and cultural service to the people within its geographical area." The College is committed, through the Developmental Studies Program, to providing ample opportunities for each

student to meet his educational needs. The program offers to students course work, Learning Lab opportunities, and counseling designed to both remediate specific academic weaknesses and to develop other skills necessary to success in college. Upon completion of the developmental work prescribed as a result of placement, each student will be better prepared for the demands of his/her chosen curriculum.

AUDITING CLASSES

Classes may be audited with permission of the instructor if space is available. Priority will be given to regular credit students. Participation in class discussion and examinations is at the option of the instructor. No credit by examination can be allowed for courses that have been audited. A grade of "AU" will be recorded with no hours credit or quality points. Registration or changes in registration for audits must be completed during the regular registration or change periods. Regular fees will be charged.

REPEATING COURSE WORK

A course may be repeated when a permanent passing grade for that course has not been recorded. No course may be counted more than once. Any required course in which an "F" is received must be repeated. A course that is not required may be repeated, but can be counted only once toward graduation. In those cases where a course in which the student received an "F" is not offered during the remainder of that student's residence, an equivalent course may be substituted upon recommendation of the division chairperson, or program director and the appropriate dean for purposes of meeting program requirements. Any exceptions to the above must be approved by the Dean of Student Development. As a result of limited clinical facilities, any PNE student failing to obtain a "C" or better on any required course will be dropped from the program but may be readmitted the next quarter that course is offered.

TRANSCRIPTS

An official transcript of work at Mitchell Community College will be sent to the appropriate institution upon written request by the student. The first transcript of a student's academic record is furnished without charge. For each additional transcript there is a charge of $1.00. No transcripts will be released until the student's account is cleared with the Business Office and the Library.

REQUIREMENTS FOR GRADUATION

The following requirements apply to programs; however, some divisions may have additional requirements applicable only to that division.

1. Students in the programs awarding diplomas are required to reach a reading proficiency level. Students in programs awarding the Associate in Arts, Associate in Fine Arts, Associate in Science, or Associate in Applied Science Degrees are required to make satisfactory scores on the reading placement test, or successfully complete reading requirements.
2. A student may graduate under the catalog in which he entered, or may elect to graduate under any catalog issued after entry into the College and prior to graduation provided he was enrolled in the College during the time when the catalog was in effect. Along with the appropriate number of hours earned and the completion of all required courses for his specific program, a student must have a 2.00 quality point average in order to graduate and receive a degree, diploma, or certificate. No course substitutions may be made, and no graduation requirements may be waived without recommendation from the program director, division chairperson, and administrative approval.
3. Application for graduation and payment of graduation fees must be made during the registration period for the student's last quarter.
4. Presence at graduation is a requirement. When attendance is impossible, the student may petition, in writing, the Dean of Student Development for permission to graduate in absentia. Such petition must be made at least thirty days before commencement exercises.
5. A minimum of thirty quarter hours credit must be earned at Mitchell Community College in order to be eligible for graduation, except in the nursing program which requires 50.
6. A maximum of eleven quarter hours credit may be earned at another institution and accepted for graduation purposes after a student transfers from Mitchell except in the nursing program which requires that the student complete the last 2½ quarters at Mitchell.

WITHDRAWALS

Students withdrawing from the college must contact the Office of the Dean of Student Development for the appropriate forms and procedures for official withdrawal. A student who fails to withdraw officially will receive an "F" on each course for which he was registered. A clearance slip will be presented to the student in order to assure that each appropriate office is officially notified. An exit interview with a counselor is an essential part of the withdrawal procedure, and the Dean of Student Development will sign all official withdrawals.

Students who need or want to withdraw from a class must initiate an official drop in the Registrar's office. This must be done prior to the last class of the sixth week of the quarter, except during summer sessions, but exact dates are given for these. A grade of "F" will be assigned for those classes if the official withdrawal is not made.

Educational Programs

Mitchell Community College offers a wide range of planned educational programs. The programs may range in length from four quarters to fifteen quarters. Formal recognition for successful completion of a program will vary depending on the nature of the curriculum. Mitchell Community College recognizes successful academic completion as:

College Transfer:

Associate in Arts Degree — minimum 96 quarter hours credit
Associate in Fine Arts Degree — minimum 96 quarter hours credit
Associate in Science Degree — minimum 96 quarter hours credit

College Transfer Programs:

Pre-Art	—C-003
Pre-Business Administration	—C-004
Pre-Business Education	—C-026
Pre-Liberal Arts	—C-011
Pre-Music	—C-015
Pre-Science	—C-018
Special Credit	—C-301

Technical:

Associate in Applied Science Degree — minimum 108 quarter hours credit

Technical Programs:

Accounting	—T-016
Associate Degree Nursing	—T-059
Business Administration	—T-018
Business Computer Programming	—T-022
Criminal Justice	—T-129
Electronics Engineering Technology	—T-045
Secretarial-Executive	—T-030
General Office Technology	—T-033
Industrial Management	—T-049
Teacher Associate	—T-088
Special Credit	—T-301

Vocational:

Diploma — Completion of curriculum
Certificate — upon successful completion of the core courses in the diploma program the Specialist Certificate will be awarded. The intent of the Specialist Programs is to provide the student with necessary minimum skills for entry level as an aide.

Vocational Programs:

Air Conditioning Heating & Refrigeration	—V-024
Automotive Mechanics	—V-003

Cosmetology	—V-009
Drafting-Mechanical	—V-017
Electrical Installation & Maintenance	—V-018
Electronic Servicing	—V-042
Industrial Maintenance	—V-028
Machinist	—V-032
Welding	—V-050
Special Credit	—V-301

READING REQUIREMENTS FOR ALL PROGRAMS

The following requirements must be successfully met by students in all programs:

Associate in Arts, Associate in Fine Arts, Associate in Science —
Must make satisfactory score on the reading test, or take Reading 092 and 094, or take 094.

Associate in Applied Science —
Must make a satisfactory score on the reading test, or take Reading 092 and 094, or take 094.

Diploma Programs —
Must take Reading 1101, or receive credit by examination.

COLLEGE TRANSFER PROGRAMS

PRE-ART (C-003)

ASSOCIATE IN FINE ARTS DEGREE

A graduate of the art program will have completed the first two years of course work for a baccalaureate degree. Flexible by design, the program can be arranged to meet the general education requirements of the senior institution to which the student plans to transfer.

CURRICULUM

		Course Title	*Qtr. Hrs. Credit*
FIRST QUARTER			
ENG	151	Composition I	3
HIS	151	History of Western Civilization I	5
or	251	U.S. History I	
ART	150	Basic Design	3
PED		Physical Education	1
		Elective	3
SECOND QUARTER			
ENG	152	Composition II	3
HIS	152	History of Western Civilization II	5
or	252	U.S. History II	
ART	151	Drawing I or Elective	3
PED		Physical Education	1
		Elective other than Art	5
THIRD QUARTER			
ENG	153	Composition III	3
MAT	151	Fundamentals of Math	5
or	161	College Algebra	
PED		Physical Education	1
		Elective other than Art	4
ART	152	Drawing II	3
or		Elective	

		Course Title	*Qtr. Hrs. Credit*
FOURTH QUARTER			
ENG		Literature (American or English	5
ART		Major Sequence I	3
ART		Minor Sequence I	3
BIO	151	General Biology or	4
CHM	161	General Chemistry or	
PHY	271	General Physics	
PED		Physical Education	1
FIFTH QUARTER			
BIO	152	General Biology or	4
CHM	162	General Chemistry or	
PHY	272	General Physics	
ART		Art History	5
ART		Major Sequence II	3
ART		Minor Sequence II	3
SIXTH QUARTER			
ART		Art History	5
ART		Major Sequence III	3
ART		Art Elective	5
		Elective other than Art	4

PRE-BUSINESS ADMINISTRATION (C-004)

ASSOCIATE IN ARTS DEGREE

The Pre-Business Administration courses are designed to meet the requirements of the Associate in Arts degree at Mitchell Community College. The program is arranged on an individual basis. The courses will transfer and are the basis for a two-year transfer program. The courses are also practical for business employment since it is possible to concentrate heavily on business related courses. Students who intend to transfer should inform themselves of the requirements of the senior institution in order to more realistically plan their program of study.

CURRICULUM

		Course Title	*Qtr. Hrs. Credit*
FIRST QUARTER			
ENG	151	Composition I	3
HIS	151	History of Western Civilization	5
or	251	U.S. History	
BIO	151	General Biology or	4
CHM	161	General Chemistry or	
PHY	271	General Physics	
EDP	151	Intro. to Data Processing	5
PED		Physical Education	1
SECOND QUARTER			
ENG	152	Composition II	3
HIS	152	History of Western Civilization	5
or	252	U.S. History	
BIO	152	General Biology or	4
CHM	162	General Chemistry or	
PHY	272	General Physics	
PED		Physical Education	1
THIRD QUARTER			
ENG	153	Composition III	3
		Electives	8
PED		Physical Education	1
MAT	151	Fundamentals of Mathematics	5
or	161	College Algebra	

		Course Title	*Qtr. Hrs. Credit*
FOURTH QUARTER			
BUS	161	Accounting Principles	4
ECO	251	Macroeconomics	5
ENG		Literature (American or English)	5
PED		Physical Education	1
FIFTH QUARTER			
BUS	162	Accounting Principles	4
ECO	252	Microeconomics	5
		Electives (Humanities)	2
MAT	191	Concepts & Techniques of Calculus	5
SIXTH QUARTER			
BUS	163	Accounting Principles	4
		Electives (Humanities)	8
MAT	171	Introductory Statistics	5

PRE-BUSINESS EDUCATION (C-026)

ASSOCIATE IN ARTS DEGREE

The Pre-Business Education courses are designed to meet the needs of the students desiring to transfer after two years. Students should inform themselves of the requirements of the senior institution in order to more realistically plan their program of study.

CURRICULUM

		Course Title	*Qtr. Hrs. Credit*
FIRST QUARTER			
ENG	151	Composition I	3
HIS	151	History of Western Civilization	5
or	251	U.S. History	
BIO	151	General Biology or	4
CHM	161	General Chemistry or	
PHY	271	General Physics	
BUS	153	Typewriting	3
PED		Physical Education	1
SECOND QUARTER			
ENG	152	Composition II	3
HIS	152	History of Western Civilization	5
or	252	U. S. History	
BIO	152	General Biology or	4
CHM	162	General Chemistry or	
PHY	272	General Physics	
BUS	154	Typewriting	3
		Elective (Humanities)	2
PED		Physical Education	1
THIRD QUARTER			
ENG	153	Composition III	3
BUS	155	Typewriting	3
EDP	151	Intro. to Data Processing	5
		Elective (Humanities)	3
PED		Physical Education	1

		Course Title	*Qtr. Hrs. Credit*
FOURTH QUARTER			
BUS	161	Accounting Principles	4
ECO	251	Macroeconomics	5
ENG		Literature (American or English)	5
BUS	156	Shorthand	4
PED		Physical Education	1
FIFTH QUARTER			
BUS	162	Accounting Principles	4
ECO	252	Microeconomics	5
MAT	151	Fundamentals of Mathematics	5
or	161	College Algebra	
BUS	157	Shorthand	4
SIXTH QUARTER			
BUS	163	Accounting Principles	4
BUS	158	Shorthand	4
		Elective (Humanities)	5

COLLEGE TRANSFER

ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

The College Transfer curriculum is designed for students who intend to transfer to a senior college for their baccalaureate degree. Flexible by design, the courses can be selected to meet the general education requirements of most colleges and universities. Students in these curricula are encouraged to examine the requirements of the senior institution to which they plan to transfer for completion of their four-year degree. Counselors and advisors are available to assist students in designing their programs.

The minimum requirement for the Associate in Arts and the Associate in Science Degrees is 96 quarter hours as specified below, with an overall grade point average of 2.00 or higher.

ASSOCIATE IN ARTS DEGREE CURRICULUM (C-011)

English .....14 qtr. hrs. credit
Must include: ENG 151, 152, 153 — 9 q.h.
— Literature — 5 q.h.
Health and Physical Education .....4 qtr. hrs. credit
Humanities and Fine Arts 10 qtr. hrs. credit
Courses must be selected from:
Art, Foreign Language,
Literature, Music, Philosophy, Religion and Speech.
Science and Mathematics .....13 qtr. hrs. credit
Minimum of 8 q.h. in an introductory science sequence
Math 151 or 161 (5 q.h.) recommended
Social Science.....10 qtr. hrs. credit
American History or Western Civilization sequence
Electives .....45 qtr. hrs. credit
Students should select electives which correspond with their major and the institution to which they wish to transfer.

ASSOCIATE IN SCIENCE DEGREE CURRICULUM (C-018)

English .....14 qtr. hrs. credit
Must include: ENG 151, 152, 153 — 9 q.h.
— Literature — 5 q.h.
Health and Physical Education .....4 qtr. hrs. credit
Math .....20 qtr. hrs. credit
Completion of Math 253 (Calculus III) is minimum requirement
Science .....24 qtr. hrs. credit
Two complete three courses sequences minimum requirement
Social Science .....10 qtr. hrs. credit
Two quarter sequence of Western Civilization or American History minimum requirement
Electives .....24 qtr. hrs. credit
May include math, foreign language, or other courses suggested by program at senior institution.

PRE-MUSIC (C-015)

ASSOCIATE IN FINE ARTS DEGREE

A graduate of the Music program will have completed the first two years of course work for a baccalaureate degree. Flexible by design, the program can be arranged to meet the general education requirements of the senior institution to which he plans to transfer.

PIANO AND VOICE CURRICULUM

		Course Title	*Qtr. Hrs. Credit*
FIRST QUARTER			
ENG	151	Composition I	3
MUS	151	Music Theory	3
MUS	154	Sight Singing	2
MUS		Applied Organ, Piano, Voice (major)	2
MUS		Applied Organ, Piano, Voice (minor)	1
MUS	160	Choir	1
HIS	151	History of Western Civilization	5
or	251	U. S. History	
SECOND QUARTER			
ENG	152	Composition II	3
MUS	152	Music Theory	3
MUS	155	Sight Singing	2
MUS		Applied Organ, Piano, Voice (major)	2
MUS		Applied Organ, Piano, Voice (minor)	1
MUS	161	Choir	1
HIS	152	History of Western Civilization	5
or	252	U. S. History	
PED		Physical Education	1
THIRD QUARTER			
ENG	153	Composition III	3
MUS	153	Music Theory	3
MUS	156	Sight Singing	2
MUS		Applied Organ, Piano, Voice (major)	2
MUS		Applied Organ, Piano, Voice (minor)	1
MUS	162	Choir	1
MAT	151	Fundamentals of Mathematics	5
or	161	College Algebra	
PED		Physical Education	1
FOURTH QUARTER			
BIO	151	General Biology or	4
CHM	161	General Chemistry or	
PHY	271	General Physics	
MUS	251	Music Theory	3
MUS	254	Sight Singing	2
MUS		Applied Organ, Piano, Voice (major)	2
MUS		Applied Organ, Piano, Voice (minor)	1
MUS	260	Choir	1
PED		Physical Education	1
FIFTH QUARTER			
MUS	252	Music Theory	3
MUS	255	Sight Singing	2
MUS		Applied Organ, Piano, Voice (major)	2
MUS		Applied Organ, Piano, Voice (minor)	1
MUS	261	Choir	1
PED		Physical Education	1
BIO	152	General Biology or	4
CHM	162	General Chemistry or	
PHY	272	General Physics	
		Elective	1
SIXTH QUARTER			
MUS	253	Music Theory	3
MUS	256	Sight Singing	2
MUS		Applied Organ, Piano, Voice (major)	2
MUS		Applied Organ, Piano, Voice (minor)	1
MUS	262	Choir	1
ENG		Literature (American or English)	5

SPECIAL CREDIT (C-301, T-301, V-301)

This program is designed for those students who have no desire to work toward a degree, diploma, or certificate but want to take courses. As soon as a student decides to work toward a degree, diploma, or certificate he should notify the college so that he can be properly advised of requirements, and what he must do to meet those requirements.

TECHNICAL PROGRAMS

ACCOUNTING (T-016)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

CURRICULUM

Technical/Vocational (Major	58
Related	33
General Education	18
Electives (3 if BUS 153 waived for skills (30 WPM)	0
	109

Major Requirements:

BUS	161,	162, 163 Accounting Prin.	12
BUS	241,	242, 243 Intermediate Acc.	12
BUS	244	Cost Accounting	4
BUS	246	Taxes	4
BUS	248	Auditing	4
BUS	228	Consumer Finance	3
BUS	229	Business Finance	3
BUS	224	Business Management	5
BUS	123	Business Mathematics	4
BUS	120	Machine Calculations	4
BUS	220	Business Communications	3

Related Requirements:

ECO	251,	252 Economics	10
BUS	152	Introduction to Business	5
BUS	150,	151 Business Law	6
EDP	151	Introduction to Data Proc.	5
BUS	155	Typewriting	3
		Related Elective or Cooperative Education Internship	4

General Education Requirements:

ENG	101,	102, 103 English	9
SPH	251	Public Speaking	3
BUS	136	Personal Development	3
		General Education Electives	3

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
ENG	101	Grammar I	3
BUS	152	Intro. to Business	5
BUS	123	Business Mathematics	4
BUS	161	Accounting Principles	4
BUS	150	Business Law	3
SECOND QUARTER			
ENG	102	Composition	3
BUS	151	Business Law	3
BUS	120	Machine Calculations	4
BUS	162	Accounting Principles	4
ECO	251	Macroeconomics	5
THIRD QUARTER			
ENG	103	Technical Writing	3
BUS	163	Accounting Principles	4
ECO	252	Microeconomics	5
BUS	153	Typewriting (Waived for 30 wpm)	3
		Elective General Education	3

		Course Title	Qtr. Hrs. Credit
FOURTH QUARTER			
BUS	241	Intermediate Accounting	4
BUS	244	Cost Accounting	4
BUS	228	Consumer Finance	3
BUS	224	Business Management	5
FIFTH QUARTER			
BUS	242	Intermediate Accounting	4
BUS	248	Auditing	4
BUS	136	Personal Development	3
EDP	151	Intro. to Data Processing	5
BUS	229	Business Finance	3
SIXTH QUARTER			
BUS	243	Intermediate Accounting	4
BUS	246	Taxes	4
SPH	251	Public Speaking	3
BUS	220	Business Communications	3
		Elective Related	4

ASSOCIATE DEGREE NURSING (T-059)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate Degree Nursing curriculum is designed to prepare graduates to integrate the principles and theories of nursing and the sciences in utilizing the nursing process in the practice of nursing. The practice of nursing by associate degree nursing graduates consists of: (1) assessing the patient's physical and mental health, including the patient's reaction to illness and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) planning, initiating, delivering, and evaluating appropriate nursing acts; (4) teaching, delegating to or supervising other personnel in implementing the treatment regimen; (5) collaborating with other health care providers in determining the appropriate health care for a patient; (6) implementing the treatment and pharmaceutical regimen prescribed by any person authorized by State law to prescribe such a regimen; (7) providing teaching and counseling about the patient's health care; (8) reporting and recording the plan for care, nursing care given, and the patient's response to that care; and (9) supervising, teaching, and evaluating those who perform or are preparing to perform nursing functions.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse.

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
PSY	151	Introduction to Psychology	5
ENG	151	English Composition I	3
BIO	251	Anatomy and Physiology I	4
NUR	101	Fundamentals of Nursing	8
SECOND QUARTER			
NUR	111	Medical/Surgical Nursing I	12
NUT	151	Nutrition and Diet Therapy	3
BIO	252	Anatomy and Physiology II	4
THIRD QUARTER			
BIO	253	Anatomy and Physiology III	4
NUR	112	Medical/Surgical Nursing II *OR*	
NUR	213	Obstetrical Nursing	10
PSY	262	Human Growth and Development	5
FOURTH QUARTER			
BIO	255	Microbiology	5
NUR	112	Medical/Surgical Nursing II *OR*	
NUR	213	Obstetrical Nursing	10

		Course Title	Qtr. Hrs. Credit
FIFTH QUARTER			
ENG	152	English Composition II	3
SOC	261	Courtship, Marriage and the Family	5
NUR	212	Pediatrics *OR*	
NUR	113	Medical/Surgical Nursing III	10
SIXTH QUARTER			
ENG	153	English Composition III	3
PSY	264	Abnormal Psychology	5
NUR	212	Pediatrics *OR*	
NUR	113	Medical/Surgical Nursing III	10
SEVENTH QUARTER			
NUR	215	Leadership and Trends	6
NUR	214	Psychiatric Nursing	7

BUSINESS ADMINISTRATION (T-018)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world — its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in: (1) understanding the principles of organization and management in business operations, (2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

CURRICULUM

Technical/Vocational (Major	57
Related	34
General Education	18
Electives (3 if BUS 153 waived for 30 WPM)	0
	109

Major Requirements:

BUS	226	Office Management	5
BUS	225	Principles of Marketing	5
BUS	238	Business Insurance	5
BUS	246	Taxes	4
BUS	228	Consumer Finance	3
BUS	229	Business Finance	3
BUS	223	Principles of Selling	3
BUS	224	Business Management	5
BUS	150,	151 Business Law	6
BUS	134	Principles of Supervision	3
ECO	251,	252 Economics	10
BUS	152	Introduction to Business	5

Related Requirements:

BUS	161,	162, 163 Accounting Principles	12
BUS	123	Business Math	4
BUS	120	Machine Calculations	4
BUS	153	Typewriting	3
EDP	151	Introduction to Data Processing	5
		Related Electives or Cooperative Education Internship	6

General Education Requirements:

ENG	101,	102, 103 English	9
BUS	136	Personal Development	3
SPH	251	Public Speaking	3
BUS	220	Business Communication	3

Elective Requirements: (3 if BUS 153 waived for 30 WPM) 0

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
ENG	101	Grammar I	3
BUS	161	Accounting	4
BUS	152	Intro. to Business	5
BUS	123	Business Mathematics	4
		Related Elective	4
SECOND QUARTER			
ENG	102	Composition	3
BUS	162	Accounting	4
EDP	151	Intro. to Data Processing	5
BUS	120	Machine Calculations	4
BUS	136	Personal Development	3
THIRD QUARTER			
ENG	103	Technical Writing	3
BUS	163	Accounting	4
BUS	220	Business Communications	3
BUS	153	Typewriting (waived for 30 wpm)	3
BUS	134	Principles of Supervision	3

		Course Title	Qtr. Hrs. Credit
FOURTH QUARTER			
ECO	251	Macroeconomics	5
BUS	150	Business Law	3
BUS	224	Business Management	5
BUS	228	Consumer Finance	3
		Related Elective	2
FIFTH QUARTER			
ECO	252	Microeconomics	5
BUS	151	Business Law	3
BUS	225	Principles of Marketing	5
BUS	229	Business Finance	3
SPH	251	Public Speaking	3
SIXTH QUARTER			
BUS	226	Office Management	5
BUS	223	Principles of Selling	3
BUS	238	Business Insurance	5
BUS	246	Taxes	4

BUSINESS COMPUTER PROGRAMMING (T-022)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs as data entry operator, computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

CURRICULUM

	Quarter Hours
Technical/Vocational (Major)	66
Related	28
General Education	18
Electives (3 if BUS 153 waived for 30 wpm)	0
TOTAL	112

Major Requirements:

EDP	151	Introduction to D.P.	5
EDP	101	Logic & Decision Making	3
EDP	103	Utilities	3
EDP	104	Advanced Utilities	3
EDP	107	RPG II	4
EDP	108	Advanced RPG II	4
EDP	203	Systems Analysis & Design	3
EDP	204	Advanced Systems Analysis & Design	3
EDP	207	COBOL	4
EDP	208	Advanced COBOL	4
BUS	161,	162, 163, Accounting	12
BUS	244	Cost Accounting	4
BUS	246	Taxes	4
BUS	224	Business Management	5
EDP	210	Final Project or Cooperative Education Internship	5

Related Requirements:

BUS	153	Typewriting	3
ECO	251,	252 Economics	10
BUS	152	Introduction to Business	5
BUS	150,	151 Business Law	6
BUS	123	Business Math	4

General Education Requirements:

ENG	101,	102, 103 English	9
SPH	251	Public Speaking	3
BUS	220	Business Communications	3
BUS	136	Personal Development	3

Elective Requirements: (3 if BUS 153 waived for 30 WPM) 0

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
ENG	101	Grammar I	3
BUS	161	Accounting Principles	4
EDP	151	Intro. to Data Processing	5
EDP	101	Logic and Decision Making	3
BUS	153	Typewriting (waived for 30 wpm) or elective	3
SECOND QUARTER			
ENG	102	Composition	3
BUS	162	Accounting Principles	4
EDP	103	Utilities	3
EDP	107	RPG II	4
BUS	123	Business Mathematics	4
THIRD QUARTER			
ENG	103	Technical Writing	3
BUS	163	Accounting Principles	4
EDP	104	Advanced Utilities	3
EDP	108	Advanced RPG II	4
BUS	152	Intro. to Business	5

		Course Title	Qtr. Hrs. Credit
FOURTH QUARTER			
BUS	244	Cost Accounting	4
EDP	207	COBOL	4
BUS	224	Business Management	5
BUS	150	Business Law	3
EDP	203	Systems Analysis and Design	3
FIFTH QUARTER			
EDP	208	Advanced COBOL	4
BUS	151	Business Law	3
EDP	204	Advanced Systems Analysis and Design	3
ECO	251	Macroeconomics	5
BUS	136	Personal Development	3
SIXTH QUARTER			
EDP	210	Final Project	5
SPH	251	Public Speaking	3
BUS	246	Taxes	4
ECO	252	Microeconomics	5
BUS	220	Business Communications	3

CRIMINAL JUSTICE — PROTECTIVE SERVICES TECHNOLOGY (T-129)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Criminal Justice Technology curriculum is designed so that it may be a multifaceted program of study. It may consists of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correction law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualifies one for job opportunities with private enterprise in such areas as industrial, retail and private security.

CURRICULUM

		Course Title	*Qtr. Hrs. Credit*
FIRST QUARTER			
ENG	101	Grammar I	3
BUS	123	Business Math	4
CJC	101	Intro. to Criminal Justice	5
PSY	151	Intro. to Psychology	5
SECOND QUARTER			
ENG	102	Composition	3
POL	251	American National Government	5
CJC	102	Criminology	5
CJC	115	Criminal Law	3
HEA	251	First Aid	3
THIRD QUARTER			
POL	261	State/Local Government	5
CJC	125	Criminal Procedure	5
CJC	110	Juvenile Delinquency	5
ENG	103	Technical Writing	3

LAW ENFORCEMENT

FOURTH QUARTER

SPH	251	Public Speaking	3
CJC	205	Criminal Evidence	5
CJC	206	Community Relations	3
CJC	216	Advanced Criminal Law	3
CJC	210	Criminal Investigation	5

FIFTH QUARTER

CJC	211	Criminalistics I	5
CJC	202	Traffic Enforcement	5
CJC	217	Patrol Administration	3
CJC	203	Corrections	3
SOC	271	Social Problems	3

SIXTH QUARTER

CJC	212	Criminalistics II	5
CJC	220	Police Organization & Administration	5
		Elective	6

CORRECTIONS

FOURTH QUARTER

SPH	251	Public Speaking	3
PSY	264	Abnormal Psychology	5
CJC	224	Rehabilitation	3
CJC	206	Community Relations	3
SOC	151	Intro. to Sociology	5

FIFTH QUARTER

CJC	203	Corrections	3
PSY	203	Adolescent Psychology	3
CJC	230	Counseling	3
CJC	234	Community-Based Corrections	3
CJC	221	Correction Administration	3
SOC	271	Social Problems	3

SIXTH QUARTER

CJC	223	Correction Counseling	4
CJC	204	Paroles, Probation & Pardons	3
CJC	201	N.C. Juvenile Detention and Corrections	3
CJC	207	Confinement Facility Administration	3
SOC	272	Social Problems	3
CJC	209	Correction Law	3

SECURITY SERVICES

FOURTH QUARTER

SPH	251	Public Speaking	3
PSY	264	Abnormal Psychology	5
CJC	206	Community Relations	3
CJC	216	Advanced Criminal Law	3
CJC	241	Property Control	3
		Electives	3

FIFTH QUARTER

CJC	240	Security Systems	5
CJC	242	Common Carrier Protection	3
CJC	243	Industrial Accident Investigation and Reporting	3
CJC	244	Civil & Criminal Legal Responsibility	3
SOC	271	Social Problems	3

SIXTH QUARTER

CJC	245	Electronic Detection & Polygraph	5
CJC	246	Security Investigation	3
CJC	247	Retail Security	3
CJC	248	Fire Prevention and Security	3
CJC	249	Surveillance Techniques	3

ELECTRONICS ENGINEERING TECHNOLOGY (T-045)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Electronics curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, an engineering aide, laboratory technician, supervisor or equipment specialist.

CURRICULUM

Technical/Vocational (Major)	76
Related	34
General Education	18
	128

Major Requirements:

ELC	112	Electrical Fundamentals I	8
ELC	113	Electrical Fundamentals II	6
ELN	121	Electronics I	5
ELC	211	Electrical Machines I	4
ELN	122	Electronics II	7
ELN	104	Radio & Television	8
ELN	202	Electronic Communications Systems	7
ELN	219	Digital Fundamentals	5
ELN	208	Industrial Electronics	6
ELC	222	Solid State Controls	4
ELN	203	Microprocessors	7
ELN	220	Electronic Systems	6
ELN	246	Electronics Design Project	3

Related Requirements:

MAT	121	Technical Mathematics	5
DFT	113	Electronic Drafting	4
MAT	122	Technical Mathematics II	5
MAT	123	Technical Mathematics III	5
PHY	271	General Physics I	4
PHY	272	General Physics II	4
PHY	273	General Physics III	4
EDP	155	Basic Language Programming I	3

General Education Requirements:

ENG	101	Grammar I	3
ENG	102	Composition	3
ENG	103	Report Writing	3
SPH	251	Public Speaking	3
		Social Science Elective	6

CURRICULUM

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
ENG	101	Grammar I	3
MAT	121	Technical Mathematics I	5
DFT	113	Electronic Drafting	4
ELC	112	Electrical Fundamentals I	8
SECOND QUARTER			
ENG	102	Composition	3
MAT	122	Technical Mathematics II	5
ELC	113	Electrical Fundamentals II	6
ELN	121	Electronics I	5
THIRD QUARTER			
ENG	103	Report Writing	3
MAT	123	Technical Mathematics III	5
ELC	211	Electrical Machines I	4
ELN	122	Electronics II	7
FOURTH QUARTER—SUMMER QUARTER*			
ELN	104	Radio and Television	8
ELN	202	Electronic Communications Systems	7

		Course Title	Qtr. Hrs. Credit
FIFTH QUARTER			
SPH	251	Public Speaking	3
PHY	271	General Physics I	4
ELN	219	Digital Fundamentals	5
ELN	208	Industrial Electronics	6
SIXTH QUARTER			
—	—	Social Science Elective	3
PHY	272	General Physics II	4
ELC	222	Solid State Controls	4
ELN	203	Microprocessors	7
SEVENTH QUARTER			
—	—	Social Science Elective	3
PHY	273	General Physics III	4
ELN	220	Electronic Systems	6
ELN	246	Electronics Design Project	3
EDP	155	Basic Language Programming I	3

Students may complete the summer quarter either the first or second year of the program.

SECRETARIAL — EXECUTIVE (T-030)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The purposes of the Secretarial — Executive curriculum are to: (1) prepare the individual to enter the secretarial profession, (2) provide an educational program for individuals wanting education for upgrading (moving from one secretarial position to another) or retraining (moving from present position to secretarial position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, shorthand, transcription and business machines. Through these skills the individual will be able to perform office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the secretarial profession.

CURRICULUM

Technical/Vocational (Major)	58
Related	33
General Education	18
Electives (3 if BUS 153 waived for 30 WPM)	0
	109

Major Requirements:

BUS	153,	154, 155, 201, 202, 203 Typewriting	18
BUS	156,	157, 158, 211, 212, 213 Shorthand	24
BUS	125,	126 Office Procedures	6
BUS	122	Filing	3
BUS	215,	216 Word Processing	7

Related Requirements:

BUS	120	Machine Calculation	4
BUS	123	Business Math	4
BUS	150,	151 Business Law	6
BUS	161,	162 Accounting	8
BUS	226	Office Management	5
EDP	151	Introduction to Data Processing	5
		Related Elective or Cooperative Education Internship	1

General Education Requirements:

ENG	101,	102, 103 English	9
SPH	251	Public Speaking	3
BUS	136	Personal Development	3
BUS	220	Business Communication	3

Elective Requirements: (3 if BUS 153 waived for 30 WPM)	0

0

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
ENG	101	Grammar I	3
BUS	153	Typewriting	3
BUS	156	Shorthand	4
BUS	122	Filing	3
BUS	123	Business Math	4
SECOND QUARTER			
ENG	102	Composition	3
BUS	154	Typewriting	3
BUS	157	Shorthand	4
BUS	125	Office Procedures	3
EDP	151	Intro. to Data Processing	5
		Elective	1
THIRD QUARTER			
ENG	103	Technical Writing	3
BUS	158	Shorthand	4
BUS	155	Typewriting	3
SPH	251	Public Speaking	3
BUS	126	Office Procedures	3
BUS	136	Personal Development	3

		Course Title	Qtr. Hrs. Credit
FOURTH QUARTER			
BUS	201	Typewriting	3
BUS	211	Shorthand Dictation and Transcription	4
BUS	150	Business Law	3
BUS	161	Principles of Accounting	4
BUS	120	Machine Calculations	4
FIFTH QUARTER			
BUS	162	Principles of Accounting	4
BUS	202	Typewriting	3
BUS	212	Shorthand Dictation and Transc.	4
BUS	151	Business Law	3
BUS	215	Word Processing I	4
SIXTH QUARTER			
BUS	220	Business Communications	3
BUS	203	Typewriting	3
BUS	213	Shorthand Dictation and Transc.	4
BUS	226	Office Management	5
BUS	216	Word Processing II	3

GENERAL OFFICE TECHNOLOGY (T-033)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The purposes of the General Office curriculum are to: (1) prepare the individual to enter clerical-office occupations, (2) provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

Technical/Vocational (Major)	53
Related	31
General Education	22
Electives	3
	109

Major Requirements:

BUS	120	Machine Calculations	4
BUS	122	Filing	3
BUS	123	Business Mathematics	4
BUS	125,	126 Office Procedures	6
BUS	134	Principles of Supervision	3
BUS	153,	154, 155, 201, 202, 203 Typewriting	18
BUS	215,	216 Word Processing	7
BUS	220	Business Communications	3
BUS	226	Office Management	5

Related Requirements:

EDP	151	Introduction to Data Processing	5
BUS	136	Personal Development	3
BUS	150,	151 Business Law	6
BUS	152	Introduction to Business	5
BUS	161,	162 Accounting	8
BUS	246	Taxes	4

General Education Requirements:

ENG	101,	102, 103 English	9
SPH	251	Public Speaking	3
ECO	251,	252 Economics	10

Elective Requirements: (6 if BUS 153 waived for 30 WPM)

Elective or Cooperative Education Internship	3

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
ENG	101	Grammar I	3
BUS	153	Typewriting	3
BUS	122	Filing	3
BUS	123	Business Mathematics	4
		Elective	3
SECOND QUARTER			
ENG	102	Composition	3
BUS	154	Typewriting	3
BUS	125	Office Procedures	3
BUS	120	Machine Calculations	4
EDP	151	Intro. to Data Processing	5
THIRD QUARTER			
ENG	103	Technical Writing	3
BUS	155	Typewriting	3
BUS	136	Personal Development	3
BUS	126	Office Procedures	3
SPH	251	Public Speaking	3
BUS	134	Principles of Supervision	3

		Course Title	Qtr. Hrs. Credit
FOURTH QUARTER			
BUS	201	Typewriting	3
BUS	161	Accounting Principles	4
BUS	150	Business Law	3
BUS	152	Intro. to Business	5
ECO	251	Macroeconomics	5
FIFTH QUARTER			
BUS	202	Typewriting	3
ECO	252	Microeconomics	5
BUS	151	Business Law	3
BUS	162	Accounting Principles	4
BUS	215	Word Processing	4
SIXTH QUARTER			
BUS	203	Typewriting	3
BUS	220	Business Communications	3
BUS	246	Taxes	4
BUS	226	Office Management	5
BUS	216	Word Processing	3

INDUSTRIAL MANAGEMENT (T-049)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Industrial Management curriculum is designed to provide an individual with the ability to function effectively in supervisory and middle-management positions in industry. This program emphasizes study and application in areas such as business and industrial management, production methods and schedules, inventory control, work analysis, motivation techniques and human relations.

This curriculum is designed to prepare the individual to enter supervisory or middle-management positions, to provide an educational program for upgrading or retraining, and to provide an opportunity for the individual wanting to fulfill professional or general interest needs.

CURRICULUM

Technical/Vocational (Major)	58
Related	25
General Electives	20
Electives	6
	109

Major Requirements:

BUS	130	Principles of Industrial Management	5
BUS	133	Industrial Safety	5
BUS	134	Principles of Supervision	3
BUS	135	Work Measurement	5
BUS	224	Business Management	5
BUS	225	Principles of Marketing	5
BUS	230	Quality Control	4
BUS	232	Labor Economics and Relations	5
BUS	233	Foremanship Supervision	3
BUS	234	Personnel Management	3
BUS	235	Production Planning	5
ECO	252	Economics	5
BUS	152	Introduction to Business	5

Related Requirements:

BUS	120	Machine Calculations	4
BUS	123	Business Mathematics	4
BUS	150,	151 Business Law	6
EDP	151	Introduction to Data Processing	5
BUS	228	Consumer Finance	3
BUS	153	Typewriting	3

General Education Requirements:

ENG	101,	102, 103 English	9
BUS	136	Personal Development	3
SPH	251	Public Speaking	3
ECO	251	Economics	5

Elective Requirements: (9 if BUS 153 waived for 30 WPM)

Electives or Cooperative Education Internship	6

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
ENG	101	Grammar I	3
BUS	123	Business Mathematics	4
BUS	152	Intro. to Business	5
BUS	150	Business Law	3
BUS	224	Business Management	5
SECOND QUARTER			
ENG	102	Composition	3
EDP	151	Introduction to Data Processing	5
BUS	151	Business Law	3
BUS	130	Principles of Industrial Management	5
		Elective	3
THIRD QUARTER			
ENG	103	Technical Writing	3
BUS	135	Work Measurement	5
BUS	134	Principles of Supervision	3
BUS	153	Typewriting (waived for 30 wpm)	3
BUS	133	Industrial Safety	5
FOURTH QUARTER			
BUS	233	Foremanship Supervision	3
BUS	136	Personal Development	3
BUS	251	Macroeconomics	5
BUS	235	Production Planning	5
BUS	228	Consumer Finance	3
FIFTH QUARTER			
BUS	252	Microeconomics	5
BUS	120	Machine Calculations	4
BUS	234	Personnel Management	3
BUS	225	Principles of Marketing	5
SIXTH QUARTER			
BUS	230	Quality Control	4
SPH	251	Public Speaking	3
BUS	232	Labor Economics & Relations	5
		Elective	3

TEACHER ASSOCIATE (T-088)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Teacher Associate curriculum prepares individuals as assistants to classroom teachers. The curriculum is designed to provide classroom teachers. The curriculum is designed to provide a course of study for individuals who have the desire and capability to work with primary and elementary school children under the supervision of the classroom teacher. Study and application will be employed in areas such as communication skills, human relationships, human growth and development, curriculum activities, school records, preparation of instructional material and audiovisual aids, and the role of the aide.

The graduate of this curriculum will be qualified to enter the field of education as a paraprofessional, performing all duties required of a teacher aide. The role of the teacher aide will vary from school to school. The aide may be assigned as a general instructional aide, clerical aide or tutorial aide, depending on the particular needs of the school. Employment opportunities exist with public school systems and with private schools.

		Course Title	*Qtr. Hrs. Credit*
FIRST QUARTER			
ENG	151	Composition I	3
SOC	151	Intro. to Sociology	5
HIS	151	History — Civilization	5
or	251	U.S. History	
		Elective	6
SECOND QUARTER			
ENG	152	Composition II	3
HIS	152	History — Civilization	5
or	252	U.S. History	
EDU	100	Inst. Media	3
ENG	150	Resource Materials	1
PSY	151	Intro. to Psychology	5
THIRD QUARTER			
ENG	153	Composition III	3
EDU	261	Intro. to Education	3
BUS	153	Typewriting	3
SPH	251	Public Speaking	3
HEA	251	First Aid	3
		Elective	3

		Course Title	*Qtr. Hrs. Credit*
FOURTH QUARTER			
MAT	151	Fundamentals of Mathematics	5
HIS	161	N. C. History	5
PSY	261	Ed. Psychology	5
EDU	101	Teacher's Aide Internship	1
FIFTH QUARTER			
ART	180	Art Appreciation	5
BUS	120	Machine Calculations	4
MUS	285	Music Appreciation	3
HEA	253	Community Health	3
EDU	102	Teacher's Aide Internship	1
SIXTH QUARTER			
SOC	271	or 272 Soc. Problems	3
SOC	261	Marriage & the Family	5
EDU	103	Teacher's Aide Internship	1
		Elective	3

VOCATIONAL PROGRAMS

AIR CONDITIONING, HEATING, AND REFRIGERATION (V-024)

DIPLOMA PROGRAM

The Air Conditioning, Heating, and Refrigeration curriculum develops an understanding of the basic principles involved in the construction, installation, operation and maintenance of climate control equipment. Courses in blueprint reading, duct construction, welding, circuits and controls, math, science and general education are included to help provide supporting skills necessary for the mechanic to function successfully in the trade.

The air conditioning, heating, and refrigeration mechanic installs, maintains, services, and repairs environmental control systems in residences, department and food stores, office buildings, industries, restaurants, institutions, and commercial establishments. Job opportunities exist with companies that specialize in air conditioning, heating, and commercial refrigeration installation and service. The graduate should be able to assist in installing mechanical equipment, duct work, and electrical controls necessary in residential and commercial projects. With experience the graduate should be able to service various air conditioning, heating, and refrigeration components; troubleshoot systems; and provide the preventive maintenance required by mechanical equipment. This person may be employed in areas of maintenance, installation, sales, and service in the field of air conditioning, heating and cooling.

CURRICULUM

Technical/Vocational (Major)	42
Related	17
General Electives	9
Total	68

Major Requirements:			Qtr. Hrs.
AHR	1126	All Year Comfort Systems	4
MEC	1120	Duct Construction and Maintenance	2
AHR	1121	Principles of Refrigeration	4
AHR	1111	Automatic Controls I	4
WLD	1105	Air Conditioning - Welding	2
AHR	1122	Domestic and Commercial Refrigeration	4
AHR	1115	Fundamentals of Heating	4
AHR	1112	Automatic Controls II	2
AHR	1123	Principles of Air Conditioning	4
AHR	1102	Steam and Hot Water Heating and Cooling Systems	4
DFT	1116	Blueprint Reading: Air Conditioning	1
AHR	1125	Heat Loss and Heat Gain Calculations	3
AHR	1124	Air Conditioning, Heating, Refrigeration Servicing	4

Related Requirements:			Qtr. Hrs.
MAT	1101	Trade Mathematics I	3
MAT	1102	Trade Mathematics II	3
MAT	1103	Trade Mathematics III	3
PHY	1101	Applied Science I	3
DFT	1110	Blueprint Reading: Building Trades	2
BUS	1103	Small Business Operations	3

General Education Requirements:			
RDG	1101	Vocational Reading Improvement	3
ENG	1102	Communication Skills	3
BUS	136	Personal Development	3

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
AHR	1121	Principles of Refrigeration	4
AHR	1111	Automatic Controls I	4
WLD	1105	Air Conditioning - Welding	2
RDG	1101	Vocational Reading Improvement	3
MAT	1101	Trade Mathematics I	3
PHY	1101	Applied Science I	3
SECOND QUARTER			
AHR	1122	Domestic and Commercial Refrigeration	4
AHR	1115	Fundamentals of Heating	4
AHR	1112	Automatic Controls II	2
ENG	1102	Communication Skills	3
MAT	1102	Trade Mathematics II	3
DFT	1110	Blueprint Reading: Building Trades	2

		Course Title	Qtr. Hrs. Credit
THIRD QUARTER			
AHR	1123	Principles of Air Conditioning	4
AHR	1125	Heat Loss and Heat Gain Calculations	3
AHR	1102	Steam and Hot Water Heating and Cooling Systems	4
MAT	1103	Trade Mathematics III	3
BUS	136	Personal Development	3
FOURTH QUARTER			
AHR	1124	Air Conditioning, Heating, Refrigeration Servicing	4
AHR	1126	All Year Comfort Systems	4
DFT	1116	Blueprint Reading: Air Conditioning	1
MEC	1120	Duct Construction and Maintenance	2
BUS	1103	Small Business Operations	3

A student successfully completing *all* of the courses will receive a diploma; a student successfully completing *only* the major courses will receive a certificate.

AUTOMOTIVE MECHANICS (V-003)

DIPLOMA PROGRAM

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair and adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practices.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

CURRICULUM

Technical/Vocational (Major)	46
Related	14
General Education	9
Total	69

Major Requirements:			Qtr. Hrs.
PME	1101	Internal Combustion Engines	4
PME	1203	Diesel Engine Servicing	4
PME	1205	Diesel Engine Fuel Systems	3
PME	1102	Engine Ignition & Fuel Systems	4
PME	1110	Emission Control Systems	2
PME	1120	Automotive Electrical Systems	2
PME	1221	Advanced Electrical Systems	2
PME	1113	Brake Systems	2
PME	1116	Front End Alignment & Wheel Balancing	2
AHR	1101	Automotive Air Conditioning	3
MEC	1110	Machine Processes I	3
PME	1124	Automotive Power Train Systems	2

Related Requirements:			Qtr. Hrs.
PHY	1101	Applied Science I	3
MAT	1101	Trade Mathematics I	3
MAT	1102	Trade Mathematics II	3
WLD	1101	Basic Oxyacetylene Welding	2
BUS	1103	Small Business Operations	3
			14

General Requirements:			
RDG	1101	Vocational Reading Improvement	3
ENG	1102	Communication Skills	3
BUS	136	Personal Development	3
			9

PME	1125	Automotive Servicing	4
PME	1232	Front End Drive Train, Steering & Alignment	2
PME	1121	Front Suspension, Alignment & Power Steering	2
PME	1224	Automatic Transmissions	5
			46

CURRICULUM

		Course Title	*Qtr. Hrs. Credit*
FIRST QUARTER			
PME	1101	Internal Combustion Engines	4
PME	1203	Diesel Engine Servicing	4
*PME	1205	Diesel Engine Fuel Systems	3
PHY	1101	Applied Science I	3
MAT	1101	Trade Mathematics I	3
RDG	1101	Vocational Reading Improvement	3
SECOND QUARTER			
PME	1102	Engine Ignition and Fuel Systems	4
PME	1110	Emission Control Systems	2
PME	1120	Automotive Electrical Systems	2
*PME	1221	Advanced Electrical Systems	2
**PHY	1102	Applied Science II (optional)	3
MAT	1102	Trade Mathematics II	3
ENG	1102	Communication Skills	3
THIRD QUARTER			
PME	1113	Brake Systems	2
PME	1116	Front End Alignment and Wheel Balancing	2
PME	1121	Front Suspension, Alignment and Power Steering	2
AHR	1101	Automotive Air Conditioning	3
*MEC	1110	Machine Processes I	3
WLD	1101	Basic Oxyacetylene Welding	2
BUS	136	Personal Development	3
FOURTH QUARTER			
PME	1124	Automotive Power Train Systems	2
*PME	1125	Automotive Servicing	4
PME	1224	Automatic Transmissions	5
PME	1232	Front End Drive Train, Steering and Alignment	2
BUS	1103	Small Business Operations	3

*This course may be omitted if the student only wishes to receive a certificate. All other core courses must be taken.

**Optional course not required for program completion.

A student successfully completing *all* of the courses will receive a diploma; a student successfully completing *only* the major courses will receive a certificate.

COSMETOLOGY (V-009)

DIPLOMA PROGRAM

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of make-up and care of the hair, skin and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

Mitchell Community College offers this curriculum through a contractual agreement with Carolina Beauty Systems, Inc. Classes are offered at Career Beauty College in Statesville. Related courses may be taught on the Mitchell campus.

Diploma Curriculum

		Course Title	*Qtr. Hrs. Credit*
FIRST QUARTER			
COS	1001	Scientific Study I	10
COS	1011	Mannequin Practice	5
MAT	1104	Mathematics	3
SECOND QUARTER			
COS	1002	Scientific Study II	5
COS	1022	Clinical Applications I	10
ENG	1102	Communication Skills	3
THIRD QUARTER			
COS	1003	Scientific Study III	5
COS	1033	Clinical Applications II	10
PSY	1101	Human Relations	3
FOURTH QUARTER			
COS	1004	Scientific Study IV	5
COS	1044	Clinical Applications III	10
BUS	1103	Business Operations	3

Evening Diploma

	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		
COS 1001A	Scientific Study I	4
COS 1011A	Mannequin Practice	3
	Related Course	3
SECOND QUARTER		
COS 1001B	Scientific Study I	6
COS 1011B	Mannequin Practice	2
THIRD QUARTER		
COS 1002A	Scientific Study II	2
COS 1022A	Clinical Application I	5
	Related course	3
FOURTH QUARTER		
COS 1002B	Scientific Study II	3
COS 1022B	Clinical Application I	5

	Course Title	Qtr. Hrs. Credit
FIFTH QUARTER		
COS 1003A	Scientific Study III	2
COS 1033A	Clinical Application II	5
	Related course	3
SIXTH QUARTER		
COS 1003B	Scientific Study III	3
COS 1033B	Clinical Application II	5
SEVENTH QUARTER		
COS 1004A	Scientific Study IV	2
COS 1044A	Clinical Application III	5
	Related course	3
EIGHTH QUARTER		
COS 1004B	Scientific Study IV	3
COS 1044B	Clinical Application III	5

DRAFTING — MECHANICAL (V-017)

DIPLOMA PROGRAM

The Drafting — Mechanical curriculum prepares individuals to enter the field of mechanical drafting. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. The draftsman associates with many levels of personnel—administrators, engineers, skilled workers—and must be able to communicate effectively with them.

The mechanical drafting graduate performs the duties of a general drafter, specializing in making rough drafting sketches of proposed mechanical devices, and then draws necessary details. The drafter also prepares accurate scale drawings of parts for machines from specifications.

CURRICULUM

Technical/Vocational (Major)	43
Related	20
General Electives	9
Total	72

Major Requirements:			Qtr. Hrs.
DFT	1120	Basic Drafting	4
DFT	1121	Basic Industrial Drafting	2
DFT	1122	Technical Sketching	2
DFT	1123	Advanced Drafting	4
DFT	1124	Dimensioning and Tolerancing	4
DFT	1131	Mechanical Drafting I	4
DFT	1125	Descriptive Geometry	4
DFT	1128	Technical Illustration	2
DFT	1132	Mechanical Drafting II	4
DFT	1134	Architectural Drafting	2
DFT	1130	Computer Assisted Drafting	2
MEC	1110	Machine Processes I	3
MEC	1111	Machine Processes II	3
MEC	1115	Physical Metallurgy	3

Related Requirements:			Qtr. Hrs.
MAT	1101	Trade Mathematics I	3
MAT	1102	Trade Mathematics II	3
MAT	1103	Trade Mathematics III	3
PHY	1101	Applied Science I	3
PHY	1102	Applied Science II	3
WLD	1102	Basic Arc Welding	2
BUS	1103	Small Business Operations	3

General Education Requirements:			
RDG	1101	Vocational Reading Improvement	3
ENG	1102	Communication Skills	3
BUS	136	Personal Development	3

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
DFT	1120	Basic Drafting	4
DFT	1121	Basic Industrial Drafting	2
DFT	1122	Technical Sketching	2
MAT	1101	Trade Mathematics I	3
PHY	1101	Applied Science I	3
RDG	1101	Vocational Reading Improvement	3
SECOND QUARTER			
DFT	1123	Advanced Drafting	4
DFT	1124	Dimensioning and Tolerancing	4
MAT	1102	Trade Mathematics II	3
ENG	1102	Communication Skills	3
PHY	1102	Applied Science II	3
WLD	1102	Basic Arc Welding	2
THIRD QUARTER			
DFT	1131	Mechanical Drafting I	4
DFT	1125	Descriptive Geometry	4
DFT	1128	Technical Illustration	2
MEC	1110	Machine Processes I	3
BUS	136	Personal Development	3
MAT	1103	Trade Mathematics III	3
FOURTH QUARTER			
DFT	1132	Mechanical Drafting II	4
DFT	1134	Architectural Drafting	2
DFT	1130	Computer Assisted Drafting	2
MEC	1111	Machine Processes II	3
MEC	1115	Physical Metallurgy	3
BUS	1103	Small Business Operations	3

A student successfully completing *all* of the courses will receive a diploma; a student successfully completing *only* the major courses will receive a certificate.

ELECTRICAL INSTALLATION AND MAINTENANCE (V-018)

DIPLOMA PROGRAM

The Electrical Installation and Maintenance curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the layout, installation, check out and maintenance of systems in residential, commercial or industrial settings.

CURRICULUM

	Qtr. Hrs.
Technical/Vocational (Major)	51
Related	14
General Education	6
Total	71

Major Requirements:			Qtr. Hrs.
ELC	1101	Direct Current	5
ELC	1102	Alternating Current	5
MAT	1115	Electrical Mathematics	5
ELC	1103	AC & DC Machines	4
ELC	1104	AC & DC Machines Controls	5
ELN	1118	Industrial Electronics	5
DFT	1113	Blueprint Reading: Electrical	1
ELC	1124	Residential Wiring	8
ELC	1125	Commercial & Industrial Wiring	8
ELN	1119	Industrial Electronics	5
			51

Related Requirements:			Qtr. Hrs.
PHY	1101	Applied Science I	3
PHY	1102	Applied Science II	3
DFT	1110	Blueprint Reading: Building Trades	2
BUS	1103	Small Business Operations	3
BUS	136	Personal Development	3
			14

General Education Requirements:			
RDG	1101	Vocational Reading Improvement	3
ENG	1102	Communication Skills	3
			6

CURRICULUM

		Course Title	*Qtr. Hrs. Credit*
FIRST QUARTER			
ELC	1101	Direct Current	5
ELC	1102	Alternating Current	5
MAT	1115	Electrical Mathematics	5
PHY	1101	Applied Science I	3
RDG	1101	Vocational Reading Improvement	3
SECOND QUARTER			
ELC	1103	AC & DC Machines	4
ELC	1104	AC & DC Machine Controls	5
PHY	1102	Applied Science II	3
DFT	1110	Blueprint Reading: Building Trades	2
ENG	1102	Communication Skills	3
THIRD QUARTER			
ELC	1124	Residential Wiring	8
ELN	1118	Industrial Electronics	5
DFT	1113	Blueprint Reading: Electrical	1
BUS	136	Personal Development	3
FOURTH QUARTER			
ELC	1125	Commercial & Industrial Wiring	8
ELN	1119	Industrial Electronics	5
BUS	1103	Small Business Operations	3

A student successfully completing *all* of the courses will receive a diploma; a student successfully completing *only* the major courses will receive a certificate.

ELECTRONIC SERVICING (V-042)

CERTIFICATE PROGRAM

The curriculum in Electronic Servicing is designed to provide basic knowledge and skills required in the installation, maintenance and servicing of electronic components and systems. Laboratory time will be spent verifying electronic theory and principles, learning installation, maintenance and service techniques.

An electronic service technician will be able to install, maintain, and service electronic equipment including; radios, television, audio/video recording and playback equipment, home entertainment systems, digital electronic systems, Master Antenna Television and Cable Television components and systems.

CURRICULUM

	Course Title	Qtr. Hrs. Credit
FIRST QUARTER		
ELC 1001	AC & DC Fundamentals	6
SECOND QUARTER		
ELN 1002	Electronic Circuits	6
THIRD QUARTER		
ELN 1003	Introduction to Electronic Systems	6
FOURTH QUARTER		
ELN 1004	Industrial Electronics	6

Students will be awarded a one year certificate upon completion of the above four courses.

INDUSTRIAL MAINTENANCE (V-028)

DIPLOMA PROGRAM

The curriculum in Industrial Maintenance prepares students to repair and maintain machinery, electrical wiring and fixtures, and hydraulic and pneumatic devices found in industrial establishments.

Industrial maintenance persons may be required to install, maintain and service mechanical equipment; follow blueprints and sketches; and use hand tools, metalworking machines, measuring instruments and testing instruments. They operate metalworking machines such as the lathe, milling machine and drill press to make repairs. They use the micrometer and calipers to verify dimensions. They assemble wires, insulation, and electrical components using hand tools and soldering equipment. They test electrical circuits and components to locate shorts, faculty connections and defective parts. They inspect, test and repair hydraulic equipment.

CURRICULUM

	Qtr. Hrs.
Technical/Vocational (Major)	48
Related	17
General Electives	9
Total	74

Major Requirements:			Qtr. Hrs.
ELC	1101	Direct Current	5
ELC	1102	Alternating Current	5
ELC	1103	AC & DC Machines	4
ELC	1104	AC & DC Machine Controls	5
ELC	1118	Industrial Electronics	5
MEC	1110	Machine Processes I	3
MEC	1140	Hydraulic - Fundamentals	3
MEC	1111	Machine Processes II	3
MEC	1133	Mechanical Maintenance	4
AHR	1110	Industrial Heating	4
PME	1122	Industrial Power Train Systems	2
ISC	1101	Industrial Safety	3
WLD	1101	Basic Oxyacetylene Welding	2

Related Requirements:			Qtr. Hrs.
DFT	1104	Blueprint Reading	2
PHY	1101	Applied Science I	3
PHY	1102	Applied Science II	3
BUS	1103	Small Business Operations	3
MAT	1115	Electrical Mathematics	5
DFT	1113	Blueprint Reading: Electrical	1

General Education Requirements:			
RDG	1101	Vocational Reading Improvement	3
ENG	1102	Communication Skills	3
BUS	136	Personal Development	3

FIRST QUARTER

		Course Title	Qtr. Hrs. Credit
ELC	1101	Direct Current	5
ELC	1102	Alternating Current	5
DFT	1104	Blueprint Reading	2
RDG	1101	Vocational Reading Improvement	3
MAT	1115	Electrical Mathematics	5
PHY	1101	Applied Science I	3

SECOND QUARTER

		Course Title	Qtr. Hrs. Credit
ELC	1103	AC & DC Machines	4
ELC	1104	AC & DC Machine Controls	5
ENG	1102	Communication Skills	3
PHY	1102	Applied Science II	3

THIRD QUARTER

		Course Title	Qtr. Hrs. Credit
ELN	1118	Industrial Electronics	5
DFT	1113	Blueprint Reading: Electrical	1
BUS	136	Personal Development	3
MEC	1110	Machine Processes I	3
MEC	1140	Hydraulic - Fundamentals	3
WLD	1101	Basic Oxyacetylene Welding	2

FOURTH QUARTER

		Course Title	Qtr. Hrs. Credit
MEC	1111	Machine Processes II	3
MEC	1133	Mechanical Maintenance	4
AHR	1110	Industrial Heating	4
PME	1122	Industrial Power Train Systems	2
ISC	1101	Industrial Safety	3
BUS	1103	Small Business Operations	3

A student successfully completing *all* of the courses will receive a diploma; a student successfully completing *only* the major courses will receive a certificate.

MACHINIST (V — 032)

DIPLOMA PROGRAM

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment as machinist. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprint or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

CURRICULUM

	Qtr. Hrs.
Technical/Vocational (Major)	43
Related	22
General Education	9
Total	74

Major Requirements:			Qtr. Hrs.
MEC	1101	Machine Shop Theory	4
MEC	1102	Layout Procedures and Processes	4
MEC	1103	Machine Setup and Operation	4
MEC	1104	Cylindrical Cutting and Grinding	4
MEC	1105	Engine Lathe Turning, Boring and Threading	4
MEC	1106	Turret Lathe and Cutter Operations	4
MEC	1140	Hydraulics - Fundamentals	3
MEC	1121	Numerical Control Theory	2
MEC	1107	Final Assembly and Inspection	4
MEC	1108	Machine Shop Practice	4
MEC	1115	Physical Metallurgy	3
MEC	1122	Numerical Control Practice	2
DFT	1105	Blueprint Reading: Mechanical	1

Related Requirements			Qtr. Hrs.
DFT	1104	Blueprint Reading	2
MAT	1101	Trade Mathematics I	3
MAT	1102	Trade Mathematics II	3
MAT	1103	Trade Mathematics III	3
PHY	1101	Applied Science I	3
PHY	1102	Applied Science II	3
WLD	1101	Basic Oxyacetylene Welding	2
BUS	1103	Small Business Operations	3

General Education Requirements:			
RDG	1101	Vocational Reading Improvement	3
ENG	1102	Communication Skills	3
BUS	136	Personal Development	3

FIRST QUARTER

		Course Title	Qtr. Hrs. Credit
MEC	1101	Machine Shop Theory	4
MEC	1102	Layout Procedures and Processes	4
DFT	1104	Blueprint Reading	2
RDG	1101	Vocational Reading Improvement	3
MAT	1101	Trade Mathematics I	3
PHY	1101	Applied Science I	3

SECOND QUARTER

		Course Title	Qtr. Hrs. Credit
MEC	1103	Machine Setup and Operation	4
MEC	1104	Cylindrical Cutting and Grinding	4
DFT	1105	Blueprint Reading: Mechanical	1
ENG	1102	Communications Skills	3
MAT	1102	Trade Mathematics II	3
PHY	1102	Applied Science II	3

THIRD QUARTER

		Course Title	Qtr. Hrs. Credit
MEC	1105	Engine Lathe Turning, Boring and Threading	4
MEC	1106	Turret Lathe and Cutter Operations	4
MEC	1140	Hydraulics - Fundamentals	3
BUS	136	Personal Development	3
WLD	1101	Basic Oxyacetylene Welding	2
MEC	1121	Numerical Control Theory	2
MAT	1103	Trade Mathematics III	3

FOURTH QUARTER

		Course Title	Qtr. Hrs. Credit
MEC	1107	Final Assembly and Inspection	4
MEC	1108	Machine Shop Practice	4
MEC	1115	Physical Metallurgy	3
BUS	1103	Small Business Operations	3
MEC	1122	Numerical Control Practice	2

A student successfully completing *all* of the courses will receive a diploma; a student successfully completing *only* the major courses will receive a certificate.

WELDING (V — 050)

DIPLOMA PROGRAM

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry; shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.

CURRICULUM

	Qtr. Hrs.
Technical/Vocational (Major)	45
Related	17
General Education	9
Total	71

Major Requirements:			Qtr. Hrs.
WLD	1110	Oxyacetylene Welding	4
WLD	1111	Oxyacetylene Cutting	2
WLD	1112	Arc Welding Fundamentals	4
WLD	1113	Arc Welding Techniques	4
WLD	1114	Gas Metal Arc Welding	4
WLD	1116	Fundamentals of Gas Tungsten Arc Welding	4
WLD	1117	Techniques of Gas Tungsten Arc Welding	4
WLD	1118	Introduction to Pipe Welding	2
WLD	1122	Commercial and Industrial Procedures	4
WLD	1123	Commercial and Industrial Practices	4
WLD	1125	Structural Certification Practice	2
WLD	1126	Pipe Certification Practice	2
WLD	1130	Mechanical Testing and Inspection	2
DFT	1117	Blueprint Reading: Welding	3

Related Requirements			Qtr. Hrs.
PHY	1101	Applied Science I	3
MAT	1101	Trade Mathematics I	3
MAT	1102	Trade Mathematics II	3
DFT	1118	Pattern Development & Sketching	2
BUS	1103	Small Business Operations	3
MEC	1110	Machine Processes	3

General Education Requirements:			
RDG	1101	Vocational Reading Improvement	3
ENG	1102	Communication Skills	3
BUS	136	Personal Development	3

		Course Title	Qtr. Hrs. Credit
FIRST QUARTER			
WLD	1110	Oxyacetylene Welding	4
WLD	1111	Oxyacetylene Cutting	2
PHY	1101	Applied Science I	3
RDG	1101	Vocational Reading Improvement	3
MAT	1101	Trade Mathematics I	3
WLD	1114	Gas Metal Arc Welding	4
SECOND QUARTER			
WLD	1112	Arc Welding Fundamentals	4
WLD	1113	Arc Welding Techniques	4
ENG	1102	Communication Skills	3
MAT	1102	Trade Mathematics II	3
DFT	1117	Blueprint Reading: Welding	3
WLD	1118	Introduction to Pipe Welding	2
THIRD QUARTER			
WLD	1116	Fundamentals of Gas Tungsten Arc Welding	4
WLD	1117	Techniques of Gas Tungsten Arc Welding	4
BUS	136	Personal Development	3
MEC	1110	Machine Processes	3
DFT	1118	Pattern Development & Sketching	2
FOURTH QUARTER			
WLD	1122	Commercial and Industrial Procedures	4
WLD	1123	Commercial and Industrial Practices	4
WLD	1125	Structural Certification Practice	2
WLD	1126	Pipe Certification Practice	2
BUS	1103	Small Business Operations	3
WLD	1130	Mechanical Testing and Inspection	2

A student successfully completing *all* of the courses will receive a diploma; a student successfully completing *only* the major courses will receive a certificate.

GENERAL ADULT EDUCATION

CONTINUING EDUCATION

Mitchell Community College strives to provide academic and occupational programs consistent with the educational needs of Iredell and surrounding counties. The college provides opportunities for people to further meet their educational goals by offering programs which enable people to pursue occupational, vocational, cultural, and civic interests.

The college strives to serve the needs of the adult community by providing numerous programs of continuing education. Adult programs are held on a continuing basis and are developed according to the community's needs and interests. Courses include formal academic learning, cultural advancement, vocational and technical improvement, and personal enrichment. Any individual who is eighteen years of age or older or is a high school graduate or 16 years of age with special permission from the Superintendent of Schools may be admitted to these classes.

CLASS LOCATIONS

Classes are held on campus and at various other locations throughout Iredell County and surrounding counties. Some of the locations are South Iredell High School, Iredell Department of Correction, Mooresville, and various industries throughout the county. An extension center is located at the Mooresville Center and at the Brock Center in Mocksville.

ATTENDANCE

Most classes are scheduled on a quarterly basis. Special workshops and industrial courses are scheduled whenever necessary. Brochures are available each quarter to provide class schedules. Announcements will be made through local news media, including radio stations and the local newspaper. Classes usually meet one to three hours each night. Regular attendance should be maintained. For courses offering certificates, eighty per cent attendance is required.

FEES AND SUPPLIES

A registration fee of $10.00 is charged for academic and occupational classes. A registration fee of $19.00 is charged for avocational and $15.00 for practical skills classes. Students enrolled in courses for Adult Basic Education, Adult High School, Volunteer Fire Departments, local law enforcement, the Department of Correction, and persons 65 years of age or older are exempt from the registration fee. Books are available at the college bookstore or from the instructor when the class meets. The cost of supplies varies according to individual courses.

CONTINUING EDUCATION UNIT

Continuing Education Units are awarded to all classes with the exception of Adult Basic Education, Adult High School, and craft classes. A Continuing Education Unit is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction." These units provide a means of recording and accounting for non-credit courses, programs, and activities.

ADULT BASIC EDUCATION

The Adult Basic Education Program is designed to assist adults in the fundamentals of English, math, reading, science, and social studies. Classes are set up at various times and locations for the convenience of students, and all materials except paper and pencils are provided. In addition to small group instruction, the opportunity for assistance on a one-to-one basis exists through the Learning Labs in Statesville, Mocksville, and Mooresville. There is no charge for the classes or the lab. Upon completion of the ABE program students may enroll in the Adult High School Diploma program. It is recommended, but not required, that students complete the ABE program before entering the GED High School Equivalency Program.

ADULT HIGH SCHOOL DIPLOMA PROGRAM

This program is recommended for persons who want or need a more academic program of high school completion, for example, those planning to attend college or to enlist in the Armed Forces. The courses of study required for all students are English, reading, science, social studies, and math. Instruction is offered in regular groups of classroom work if there is a sufficient number of students or through supervised individual work in the Learning Labs in Statesville, Mocksville, and Mooresville. Upon completion of course work, the student takes a standardized test on each subject. When the student passes the five subject tests and the North Carolina Competency Test, he/she is awarded a diploma by the Mooresville or Statesville City School system.

The following requirements must be met before entering the Adult High School Diploma program:

1. Residence: A legal resident of the Mitchell Community College service area.
2. Minimum age: 18. Persons between the ages of 16 and 18 may enroll with the written permission of the Superintendent of Schools and a notarized permission letter from a parent or guardian.
3. No charge for students attending the Learning Lab.

G.E.D. HIGH SCHOOL EQUIVALENCY PROGRAM

Under this program, individuals may take a series of tests called the General Educational Development Tests. A person's knowledge and skills are tested in five areas: reading, mathematics, natural science, English and social studies. The Equivalency Certificate is issued by the North Carolina State Board of Education and is mailed to the recipient. The certificate is recognized as the equivalent of a high school diploma by industry, agencies of government, employers, colleges, and other organizations.

The following requirements must be met before taking the GED tests:

1. Residence: A legal resident of North Carolina.
2. Minimum age: 18. If one is between the ages of 16 and 18 and displays a special need, he/she may be allowed to take the GED tests by filing a special form which is available from the GED Examiner of the Continuing Education Office. This form requires a notarized parental permission to take the tests, as well as the permission of the Superintendent of Schools.

3. Cost: $5.00 initial testing fee.

If a person fails one or more tests, he/she may retest after a six-month waiting period. Those who wish to retest before that time must complete a program of study in a class or Learning Lab. Persons who wish to review before testing may also do so in a class or Learning Lab.

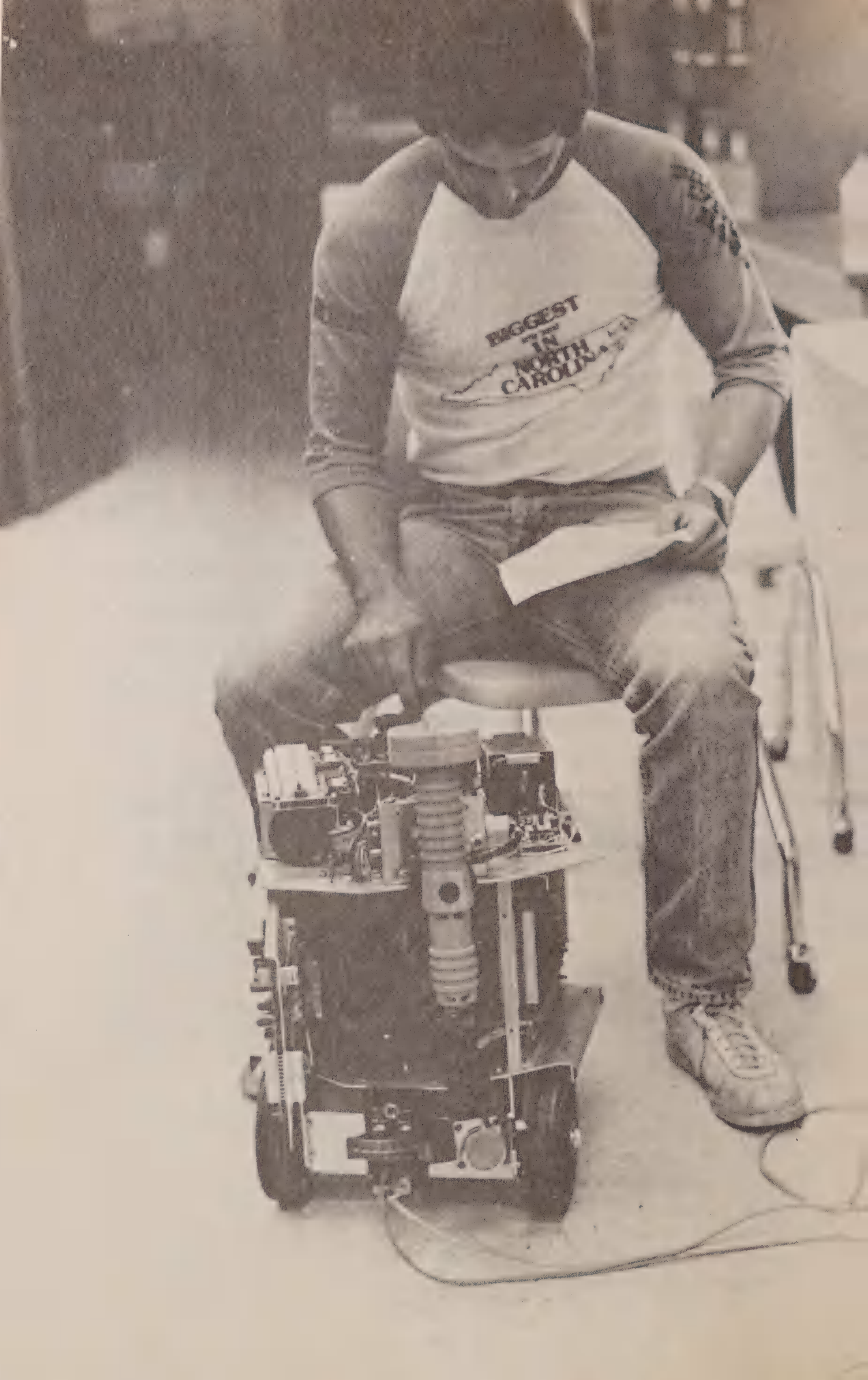
The tests are given one week every month. Interested persons should pre-register for the tests with the GED Examiner at the Continuing Education Office.

THE LEARNING LABS

The Learning Labs, housed on campus in Statesville, at the Mooresville Center in Mooresville, and in the Brock Center in Mocksville, provide adults with individually scheduled, planned, and paced instruction in three major areas of concentration: high school completion, curriculum support, and special interest. The high school completion component consists of proper placement and referral, instruction in the Adult High School Diploma courses, and preparation for the GED tests. The curriculum support component provides supplementary assistance to students enrolled in campus curriculum courses. The special interest component includes courses for self-improvement, enrichment, and credit, with actual credit awarded by outside institutions. Materials are provided for use in the Lab and guidance is given by lab coordinators. Lab hours are 8:00 a.m. until 9:00 p.m. Monday through Thursday and 8:00 a.m. until 5:00 p.m. on Friday in Statesville and 8:00 a.m. until 5:00 p.m. Monday through Friday in Mooresville. There is no charge for courses taken through the Labs.

VETERANS

The Adult High School Programs offered through Mitchell Community College are fully recognized by the Veterans Administration for G.I. Bill benefits. Further information about hours, requirements and benefits can be obtained from the Continuing Education Office or Veterans Service Office of Mitchell Community College.


BIGGEST
IN
NORTH
CAROLINA

CONTINUING EDUCATION COURSE DESCRIPTIONS

Courses listed here are offered throughout the year. Additional courses are scheduled according to need and interest. The suggestions from students and from the community are used in planning and expanding the schedule of courses to be offered. The abbreviation CEU means Continuing Education Units. One unit is equivalent to ten hours of instruction.

HUMANITIES

This classification of continuing education encompasses the area of learning which includes literature, philosophy, history, and the fine arts in the form and style that is favored by the local population.

ART A-301

ART-2001 ACRYLICS I—33 hrs. ..... 3.3 CEU's
This is a course for those who have not painted in acrylics before. It is to teach simply how to handle the media, how to mix colors, and how to begin to paint.

ART-2001 ACRYLICS II—33 hrs. ..... 3.3CEU's
Acrylics II is a course designed for advanced students who have done acrylic painting, but would like to experiment in learning to use different techniques.

ART-2003 BEAD CRAFT—22 hrs. ..... 2.2 CEU's
This course is designed to introduce students to the art of making jewelry from pearls and beads. Several methods are used to make jewelry, including crocheting, cross needle and single needle.

ART-2003 CANDLE CRAFT—22 hrs. ..... 2.2 CEU's
The art of making candles, which includes the melting and pouring of candles as well as the decoration of many different types is covered by this class.

ART-2003 COPPER ENAMELING—22 hrs. ..... 2.2 CEU's
Enameling is a process of sifting a coat of enamel on metal and firing it in a kiln for two to three minutes. Students learn to make trays, bowls, and earrings with a variety of finishes.

ART-2003 NEEDLECRAFT—33 hrs. ..... 3.3 CEU's
Needlecraft is a course which teaches the basic aspects of knitting, crocheting, and crewel embroidery. Introduction will cover basic stitches and gradual progression in all phases.

ART-2003 NEEDLEPOINT—33 hrs. ..... 3.3 CEU's
Instructions are given for sixteen needlepoint stitches. There will be a study of the material to be used. At the end of the course, the students will make something of their choice.

ART-2003 FURNITURE REFINISHING—44 hrs. ..... 4.4 CEU's
Instruction in this course will train adults in the best procedures of refinishing furniture. Students will learn to strip furniture, prepare the wood, and apply the finishes.

ART-2005 DECOUPAGE—44 hrs. ..... 4.4. CEU's
Students of these classes develop skills in applying decorative paper cutouts to bottles, boxes, boards, etc., to produce unique and interesting items for decorative display.

ART-2006 DRAWING—33 hrs. ..... 3.3 CEU's
The fundamentals of design, composition and perspective will be the central theme of this course. The beginning or advanced study may work with pencil, ink or charcoal as the media to develop a skill in sketching or drawing.

ART-208 GUITAR—33 hrs. ..... 3.3 CEU's
This course is designed to help students gain a basic understanding of and skill in playing the guitar. Students will learn notes and chords on the guitar and will be able to play a number of songs.

ART-2011 BASIC & ADVANCED PHOTOGRAPHY—33 hrs. 3.3 CEU's
These courses will include basic introductions to photography and nomenclature of equipment, types of cameras and their uses, basic film types and their uses, what to photograph and why, how to show what you need in a court of law, and an introduction to photography in court and review.

ART-2015 SKETCHING—22 hrs. ..... 2.2 CEU's
This course is designed to introduce students to various creative techniques of sketching. Class work involves both lecture and sketching exercises.

ART-2019 CERAMICS I—33 hrs. ..... 3.3 CEU's
Ceramics I is designed as an introduction to the art of ceramics. Students will be involved in pouring molds, using glazes, painting, and firing.

ART-2019 CERAMICS II—33 hrs. ..... 3.3 CEU's
Ceramics II is a follow-up course designed to meet the needs of the experienced students. These students will be involved with the use of more advanced procedures, stains, and molds.

RELIGION A-302

Rel-2001 BIBLE STUDY—33 hrs. ..... 3.3 CEU's
This is general Bible study in which topics such as how the English Bible came into being will be covered. Biblical themes such as grace, love, salvation and judgment will also be studied.

MATH A-501

MAT-2007 MODERN MATH—33 trs. ..... 3.3 CEU's
This course is designed as an introductory or refresher course in modern math. Some topics that will be covered are introduction to numbers, place values, number bases other than 10, sets, and word problems.

ANTHROPOLOGY A-701

ANT-2003 ARCHAEOLOGY—33 hrs. ..... 3.3 CEU's
This course was designed for people interested in collecting Indian artifacts, and in knowing what they have found. Some topics to be covered are history of N.C. Indians, artifacts and classification, site surveys, recording and procedures of excavation.

ECONOMICS A-702

ECO-2006 MONEY AND BANKING—45 hrs. ..... 4.5 CEU's
Money and Banking is a basic course in banking principles. Topics to be covered range from functions of banking services to operations.

HISTORY A-704

HIS—2004 LOCAL HISTORY—33 hrs. ..... 3.3 CEU's
This course is designed to teach students how to research local historical documents.

TECHNICAL EXTENSION

Extension courses in this classification are designed to equip students with the practical, industrial knowledge of a specific nature which will increase the student's technical skill.

PHYSICS: ELECTRICAL & ELECTRONICS OPTIONS S-501

ELN-3004 RADIO AND T.V. REPAIR—66 hrs..... 6.6 CEU's
This course will consist of 50 hours of study in basic electricity, 10 hours on safety methods, 22 hours on the use of test equipment, 15 hours on understanding and using schematics and diagrams, 20 hours for discussion of components, 15 hours on understanding radio and T.V. signals, and 30 hours on the use and operation of Solid State.

VOCATIONAL EXTENSION

This classification of extension courses is provided to aid students in the development of new skills, or the upgrading of existing skills, which are in demand among employees. Students are expected to develop a special degree of fitness in these classes when they apply themselves in the prescribed manner through the complete schedule of learning experiences prepared by the instructor.

ORNAMENTAL HORTICULTURE W-117

AGR-3301 BASIC HORTICULTURE—33 hrs. ..... 3.3 CEU's
This course deals with horticulture principles and the application of plant science fundamentals to horticulture practices.

AGR-3304 BONSAI—33 hrs. ..... 3.3 CEU's
Bonsai is a course designed to teach the art of dwarfing and shaping trees and shrub for arrangements.

ADVERTISING W-220

DMK-3105 FCC LICENSE COURSE—66 hrs. ..... 6.6 CEU's
This class will prepare a student to take the written examination for the Commercial Radio-Telephone 1st Class Operator Licenses. The class will cover such topics as Basic Law, Basic Operating Practice, Basic Radio-Telephone and Advanced Radio-Telephone.

HOSPITALITY W-210

HOS-3001 BASIC QUANTITY COOKING—60 hrs. ..... 6.0 CEU's
This course deals with principles of interpreting menus, menu terms, recipes, measurements and other data relative to the cooking profession.

HOS-3010 FOOD SERVICE SELLING—120 hrs. ..... 12.0 CEU's
This course is designed to teach the basics of good food service selling. Some topics to be covered are the waiter and waitress, types of table service and settings, sidework, initiating the service, serving the meal, wine, and bar service.

HOS-3024 OVERVIEW OF SCHOOL FOOD SERVICE—60 hrs. 6.0 CEU's
A basic orientation course presenting the history of school feeding, characteristics of a good program, personnel and human relations, nutrition, sanitation and safety.

HOS-3032 PROCUREMENT IN SCHOOL FOOD SERVICE—60 hrs. 6.0 CEU's
This course is designed for directors of school food service. It covers such items as organization, menu planning, marketing expertise, nutrition and evaluation.

REAL ESTATE W-227

DMK-3502 REAL ESTATE—66 hrs. ..... 6.6 CEU's
This course will cover the many facts of the real estate business. Topics to be covered are sales, promotions, contracts, legal aspects, as well as other relevant subjects.

HEALTH AND SAFETY

AMBULANCE ATTENDANT W-330

EMT-3028 EMERGENCY MEDICAL TECHNICIAN—120 hrs. 12.9 CEU's
This class is designed for ambulance attendants and any others who are interested. Classes of this nature are necessary for people who deal with emergency situations. Seventy-one hours are spent in class and ten hours are spent working in an emergency room.

NURSES AIDE W-337

NUR-3018 LAMAZE—24 hrs. ..... 2.4 CEU's
Lamaze is a course designed for prospective parents who are interested in natural childbirth.

NUR-3023 NURSES ASSISTANT—110 hrs. ..... 11.0 CEU's
This course is designed in such a manner that after its completion students will be able to qualify for hospital positions as nurses aides.

HOME ECONOMICS

CLOTHING AND TEXTILES W-541

HEC-3103 SEWING I—33 hrs. ..... 3.3 CEU's
This course offers the basic techniques in clothing construction such as taking measurements, finding the correct figure type, choosing the pattern, buying materials on the market today, altering patterns, preparing and constructing garments.

HEC-3104 SEWING II—33 hrs. ..... 3.3 CEU's
This sewing class is the second in a series of courses to train women in correct sewing techniques.

HEC-3101 SEWING III—33 hrs..... 3.3 CEU's
Sewing III is designed as a general sewing class which deals with the basic techniques of tailoring, which includes establishing firmness of shape and precision in fit in a tailored garment.

HEC-3106 TAILORING—33 hrs. ..... 3.3 CEU's
Tailoring is the construction of detailed clothes such as suits, coats, dresses and formals.

HEC-3114 SEWING WITH KNITS—33 hrs. ..... 3.3. CEU's
Instruction for sewing knit fabrics includes measuring a pattern, cutting out garments, construction of garments and matching stripes. Suggestions will be given on construction of women's slacks, and construction of men's slacks.

HEC-3105 CROCHETING—22 hrs. ..... 2.2 CEU's
In this course the student learns the different stitches and their abbreviations, how to read a pattern and how to regulate stitches. They also learn to increase and decrease stitches where needed.

HEC-3109 KNITTING—22 hrs. ..... 2.2 CEU's
This course is designed to increase one's knowledge of stitches and procedures used in hand knitting. Abbreviations, symbols, terms, and types of yarn used in knitting are also discussed.

FOOD PREPARATION W-542

HEC-3203 CAKE DECORATING I—22 hrs. ..... 2.2 CEU's
This class deals with the basic techniques of beginning cake decorating. Emphasis is placed on learning a variety of flowers, a few simple borders, and proper assembly of a cake. The last night of class groups of 4-6 students assemble a two-tier wedding cake.

HEC-3203 CAKE DECORATING II—22 hrs. ..... 2.2 CEU's
Cake Decorating II is a continuation of basic cake decorating. Skills covered include more elaborate borders, the use of meringue icing, more flowers, and the construction of a three-tier wedding cake by each student.

INTERIOR DESIGN AND DECORATING W-545

HEC-3304 FLOWER ARRANGING—33 hrs..... 3.3 CEU's
Flower arranging is the study and practice of art forms and principles of flower arranging. It includes the use of flowers, containers, accessories and arrangements for special occasions.

HEC-3305 INTERIOR DESIGN—33 hrs. ..... 3.3 CEU's
The aim of this class is to inform persons in the art of decorating houses or apartments. A study is made of house plans, carpeting, draperies and accessories. Suggestions are given for the selection of items to give a room or house a new look.

OFFICE

ACCOUNTING/BOOKKEEPING W-750

BUS-3002 BOOKKEEPING—44 hrs. ..... 4.4 CEU's
This course is for the person who has had no previous experience in bookkeeping. Instruction will cover the proper method of keeping records, including journalizing, posting, trial balance, and statements.

GENERAL CLERICAL W-753

BUS-3204 MEDICAL OFFICE ASSISTANT—114 hrs. ..... 11.4 CEU's
This class teaches medical terms and correct procedures of doing the paper work that a medical office assistant comes in contact with. After the completion of this course one can qualify for work as a medical secretary.

SECRETARIAL AND RELATED W-754

BUS-3403 BASIC SHORTHAND—44 hrs. ..... 4.4 CEU's
This is a course in fundamental procedures and basic instruction for shorthand outlines. Instruction will be given on all outlines used in shorthand.

BUS-3404 SHORTHAND II—44 hrs. ..... 4.4 CEU's
This class is designed for students who have mastered the fundamentals of shorthand and who are interested in gaining speed in writing and transcribing.

TYPING AND RELATED W-758

BUS-3502 TYPING I—44 hrs. ..... 4.4 CEU's
Typing I is an introduction to the touch typewriting system. Instruction will emphasize correct typing techniques, mastery of the keyboard, simple business correspondence, tabulation and manuscripts.

BUS-3503 TYPING II—44 hrs. ..... 4.4 CEU's
This class will place emphasis on speed and accuracy with further mastery of correct typewriting techniques.

PERSONAL IMPROVEMENT W-762

BUS-3603 PARENT EFFECTIVENESS TRAINING—24 hrs. 2.4 CEU's
Parents are given training in forms of verbal communication that are designed in helping their children overcome their personal problems. They are also given skill training in specific methods of preventing conflicts between themselves and their children. Parents are taught the hazards and harmful effects of using the "win-lose" method of conflict resolution.

TRADES AND INDUSTRY

AIR CONDITIONING W-970

AHR-3001 REFRIGERATION AND AIR CONDITIONING—66 hrs. ..... 6.6 CEU's

This course is a study of the operation of refrigerators and air conditioners, which will enable an individual to make repairs. Basic electrical principles and mechanical difficulties are emphasized.

BLUEPRINT READING W-972

BPR-3001 BLUEPRINT READING—33 hrs. ..... 3.3 CEU's

Students in this course will be introduced to the principles of interpreting blueprints and trade specifications that are common to the building trades.

ELECTRICAL CONSTRUCTION W-984

ELC-3002 RESIDENTIAL WIRING—33 hrs. ..... 3.3 CEU's

This course is designed to teach the fundamental practices of residential, commercial, and industrial wiring.

MASONRY W-975

MAS-3001 BRICKLAYING—66 hrs. ..... 6.6 CEU's

This will be an introductory course to the art and skill of bricklaying. Topics to be covered include laying straight walls, fireplaces, lattice work, and corners.

METALWORKING W-980

WLD-3003 BASIC WELDING—33 hrs. ..... 3.3 CEU's

This course is designed as an introduction to the art of welding. Students take a brief look at all methods of welding without too much emphasis on any one type.

WLD-3004 ARC WELDING—33 hrs. ..... 3.3 CEU's

This course is the study of the arc welding process, welding machines and accessories, types of metals and identification, and additional information related to the welding process.

SMALL ENGINE REPAIR AND SERVICES W-986

AUT-3501 SMALL ENGINE REPAIR—33 hrs. ..... 3.3 CEU's

A practical course in the repair of small air-cooled gasoline engines such as those found on lawn mowers, tillers, or minibikes.

WOODWORKING OCCUPATIONS W-988

WWK 3005 WOODWORKING I—33 hrs. ..... 3.3 CEU's

This course is designed to help the woodworking enthusiast in the use, care, and safe practice of basic hand and power tools.

WWK-3004 WOODCARVING—33 hrs. ..... 3.3 CEU's

This course is designed to teach the techniques of woodcarving. Students learn the correct tools to use, and the types of wood to use for whittling and for good carving.

MANAGEMENT DEVELOPMENT PROGRAMS

Courses offered in this program are designed to exert personal qualities of leadership and supervisory competencies. The purpose of each course is to offer practical applications to present needs of the company.

Certificates are awarded when a person satisfactorily completes the course and attends 80% of the class meetings. Upon completion of 160 hours a diploma is awarded. Some of the courses which are available are listed below.

MANAGEMENT DEVELOPMENT PROGRAM W-979

MDP-28 hrs. PRE-SUPERVISORY TRAINING (PST).....2.8 CEU's
Pre-Supervisory Training is designed to prepare employees who are being considered for supervisory positions for the level of work which they will be expected to perform. Some topics covered are personnel relations, organizations, and job responsibility.

MDP-44-46 hrs. PRINCIPLES OF SUPERVISION .....4.4-4.6 CEU's
This course is designed to deal with the basic and general principles of effective supervision techniques. The course is broken down into seven distinct parts. Some of these include fundamentals of supervision, communications, how to train employees and job evaluation.

MDP-10 hrs. JOB RELATIONS ..... 1.0 CEU's
The Job Relations course is concerned with the fundamentals of human relations, bases for decision making and taking preventive action.

MDP-18-20 hrs. HUMAN RELATIONS ..... 1.8-2.0 CEU's
This course emphasizes the development of the science of Humanics. Topics to be covered will include machines and the human element, the personal needs that stimulate behavior, leadership, supervision, and techniques for handling people.

MDP-22 hrs. ART OF MOTIVATING PEOPLE ..... 2.2 CEU's
This course is designed to motivate employees in relation to production. Emphasis will be placed on specific problems in the area of motivation.

MDP-22 hrs. ECONOMICS IN BUSINESS AND INDUSTRY ..... 2.2 CEU's
This course is designed to give supervisors a better understanding of the American Free Enterprise System and how it operates. Included in this course are the five basic principles of capitalism, the function of government and its responsibility to the people.

MDP-22 hrs. EFFECTIVE COMMUNICATIONS..... 2.2 CEU's
This course places emphasis on clear and forceful oral, written, and implied communication. It gives supervisors an opportunity to improve their effectiveness in day-to-day communications with employees.

MDP-22 hrs. EFFECTIVE WRITING ..... 2.2 CEU's
Effective writing is designed to help foremen and supervisors improve their writing skills in reports, letters and memoranda which are necessary in daily operations.

MDP-15 hrs. EFFECTIVE SPEAKING..... 1.5 CEU's
Emphasis in this course is placed on the theory and practice of the art of self expression. A guide is provided for the supervisor to follow in

helping him overcome fear and self-consciousness when addressing a group.

MDP-20 hrs. SPEED READING ..... 2.0 CEU's
This course is designed to broaden the span of perception and recognition, and to increase the speed and comprehension in reading for those in business and industry.

MDP-10 hrs. JOB METHODS ..... 1.0 CEU's
This course is set up in five two hour sessions. Emphasis is placed on the importance of finding more efficient ways of completing tasks. Each participant is given a chance to study and submit a proposed method improvement project.

MDP-15 hrs. INSTRUCTOR TRAINING ..... 1.5 CEU's
This course is designed to provide the future supervisor-instructor with an approved method of instruction based on the basic principles of learning, which will enable him to teach others the related technology or manipulative skills of his trade.

MDP-22 hrs. INDUSTRIAL SAFETY AND ACCIDENT PREVENTION ..... 2.2CEU's
This course provides the supervisor with a systematic approach to a better understanding of safety and accident prevention problems. Special emphasis is given to preventive safety measures and understanding the causes of accidents and injuries.

MDP-10 hrs. INDUSTRIAL FIRST AID ..... 1.0 CEU's
The aim of this course is to give the basics of first aid techniques to supervisors who will be confronted with injuries from accidents likely to occur in the work area. Also covered is factual information for the temporary treatment of sudden illnesses, attacks, and seizures on the job.

MDP-40 hrs. SUPERVISION IN HOSPITALS ..... 4.0 CEU's
This is a training course similar to MDP-1, which has been developed specifically for hospital supervisors. This course covers supervisory areas of human relations, leadership, job methods, housekeeping, and training subordinates.

MDP-10-12 hrs. LABOR LAWS ..... 1.0-1.2 CEU's
This is an introductory course for supervisors to introduce them to the important labor laws so that they may know the legal responsibilities of supervisors and what legal protection is available to business and its employees.

MDP-12 hrs. EMPLOYEE EVALUATION AND INTERVIEWING ..... 1.2 CEU's
This course provides fundamental information and basic guides for setting up and using a sound employee evaluation program in relation to what is expected of the supervisor.

MDP-12 hrs. JOB INSTRUCTION TRAINING ..... 1.2 CEU's
This course covers such points as how to get thorough analysis of the job to be taught, how to develop skills in the art of teaching, an understanding of the individual as a learner, and an appreciation of the employee's part in the organization.

NEW AND EXPANDING INDUSTRIES

New and Expanding Industry Training is primarily concerned with the development and administration of programs designed for the purpose of training new employees. This institution, in cooperation with the Industrial Service Division of the State Department of Community Colleges, will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities.

FIRE SERVICE TRAINING

Area fire schools are held to train personnel about techniques and use of new equipment. Classes are held at the municipal and volunteer departments. Other courses are planned upon request. Fire service classes include the following:

FIREMANSHIP W-982

FIP-42 hrs. INTRODUCTION TO FIREFIGHTING ..... 4.2 CEU's
This course is designed for use where firemen must be trained for service as quickly as possible and for departments that have been active not more than two years, and have had no formal training. Topics can be arranged according to the needs established by the fire chief and instructor.

FIP-9 hrs. FORCIBLE ENTRY ..... .9 CEU's
Forcible entry means the opening of or the breaking through an enclosure that cannot be opened by conventional means. This course includes breaking a lock, prying open a door or window, and opening floors and roofs.

FIP-6 hrs. ROPE PRACTICES ..... .6 CEU's
Rope work involves the teaching of all the knots and hitches necessary for hoisting tools, ladders, hoses, extinguishers, and for the splicing, care and storage of lifelines and handlines.

FIP-9 hrs. PORTABLE FIRE EXTINGUISHERS ..... .9 CEU's
This course is designed to discuss techniques in the proper selection, use and operation of extinguishers to safeguard life and property. It also trains one to be able to select, use and recommend fire extinguishers that are properly suited for the condition that may exist.

FIP-9 hrs. LADDER PRACTICES ..... .9CEU's
Emphasis in this course is placed on team work and smooth continuous movements which are essential to develop speed and avoid injury. The course incorporates ladder information and practices in type, design and construction, methods and techniques of handling ladders and inspection and care of ladders.

FIP-9 hrs. SALVAGE AND OVERHAUL PRACTICES ..... .9 CEU's
This course is designed to present approved techniques in the use and care of salvage equipment used to reduce property damage during any emergency. Overhaul practices cover approved techniques of operation and procedures by which these conditions can be handled.

FIP-12 hrs. FIRE STREAM PRACTICES ..... 1.2 CEU's
This course covers information on the efficient service of pumps, hoses, and nozzles. Also covered are specific fire stream requirements and methods of calculating fire streams.

FIP-12 hrs. FIRE APPARATUS PRACTICES..... 1.2 CEU's
This course deals with the proper care and operating practices of motorized fire apparatus. Some topics included are fire apparatus, requirements, special mechanical features and functional equipment (pumpers and aerial ladders), and caring for fire apparatus.

FIP-9 hrs. VENTILATION ..... .9 CEU's
This course is designed to aid one's understanding of what happens inside a building when it fills with smoke from a smouldering fire, and what is to happen if the condition is handled properly.

FIP-12 hrs. RESCUE PRACTICES ..... 1.2 CEU's
Rescue work is an important function of the fire service. This guide will describe good practices in the careful removal of people from hazards due to fire, explosions, storms, earthquakes, and any other occurrence that seriously disrupts normal conditions.

FIP-9 hrs. PROTECTIVE BREATHING EQUIPMENT..... 9 CEU's
The purpose of this course is to increase one's knowledge of the operation of protective breathing equipment, and the correct method of wearing it.

FIP-12 hrs. FIRE FIGHTING PROCEDURES..... 1.2 CEU's
This outline discusses ways and means of applying a plan to a course of action, and to provide a system by which firefighting procedures may be selected, applied, and improved upon to meet the needs of a local situation.

FIP-no minimum FIRE BRIGADE TRAINING FOR INDUSTRY..
no minimum CEU's
In order to avoid major industrial plant fire losses each plan should maintain a well-trained fire brigade. Each brigade should be ready to meet the needs of the plant which it serves. These brigades do not replace the fire departments but they can and do play a big part in the initial steps taken to prevent costly fires.

FIRST AID

The following is a list of the courses taught in first aid. Upon completion of any one of these courses you are qualified for Red Cross Certification.

Multi-Media First Aid	12 hrs.
Standard First Aid	18 hrs.
Advanced First Aid	52 hrs.
CPR	9-12 hrs.

These courses and others are also designed to meet the Occupational Safety and Health Act requirements.

LAW ENFORCEMENT TRAINING

Mitchell Community College's Continuing Education Division conducts a Police Recruit School under the Minimum Standards Act of North Carolina. In addition, courses are planned in cooperation with local law enforcement agencies to upgrade their personnel.

CURRICULUM COURSE DESCRIPTIONS

Following the course name and number appears a numerical code which should be interpreted as follows: first number indicates the number of credit hours; the second number indicates the number of lecture hours; the third number indicates the number of laboratory hours; and the fourth number indicates the number of shop practice hours.

AHR 1101 AUTOMOTIVE AIR CONDITIONING 3 (2-0-3)
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Use of testing equipment in diagnosing trouble, conducting efficiency tests and general maintenance work. Prerequisite: PHY 1101.

AHR 1102 STEAM AND HOT WATER HEATING AND COOLING SYSTEMS..... 4 (2-0-6)
This is a study of the science of heating and/or cooling through the use of chilled and/or hot water or steam. The course gives a basic coverage of the selection of heat distribution units, water chillers, compression tanks, zone valves, zone controls, relief valves, flow control, pressure reducing valves, boiler fittings, feed water accessories, steam accessories, combustion accessories, draft control, water treatment, boiler operation and boiler room safety. Prerequisite: AHR 1121, 1115, 1111, 1112.

AHR 1110 INDUSTRIAL HEATING..... 4 (3-0-3)
This is a basic study of the science of heating through the use of circulating hot water and steam. There will be an introduction to both gas- and oil-fired boilers. The course also covers boiler fittings, feed water accessories, steam accesssories, combustion accessories, draft control, water treatment, boiler operation and boiler room safety. Prerequisites: ELC 1104, ELN 1118.

AHR 1111 AUTOMATIC CONTROLS I 4 (2-0-6)
A step-by-step introduction to the foundation necessary for advanced study in controls. Topics include nature of electricity, rules governing electricity, inductive and capacitive circuits, principles of motor operation, power, transformer principles, relay principles, analyzing control circuits.

AHR 1112 AUTOMATIC CONTROLS II 2 (1-0-3)
The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations. Electrical principles and procedures for troubleshooting of the various electrical services used in air conditioning, heating and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, protective devices and wiring. Prerequisites: AHR 1111, AHR 1121.

AHR 1113 AUTOMATIC CONTROLS III..... 2 (1-0-3)
Types of automatic controls used in air conditioning and heating. Included in the course will be electrical circuits, capacitors, zone controls, heating controls and cooling controls. Prerequisites: AHR 1112, AHR 1115, AHR 1122.

AHR 1115 FUNDAMENTALS OF HEATING 4 (2-0-6)
An introduction to the fundamentals of heating and heat transfer related to various types of heating systems. The use and care of tools, using instruments to measure combustion efficiencies, and installing equipment and ductwork to make up a heating system are covered. Also introduced are comfort surveys, heat loss and gain, equipment selection and maintenance, solar heating and heat distribution systems. Prerequisites: AHR 1121, AHR 1111 or permission of instructor.

AHR 1121 PRINCIPLES OF REFRIGERATION 4 (2-0-6)
An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and the function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and construction of valves, fittings, and basic control. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.

AHR 1122 DOMESTIC AND COMMERCIAL REFRIGERATION..
4 (2-0-6)
Domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigerators, freezers, and window air conditioning units are stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems are studied. The use of manufacturer's catalogs in sizing and matching system components and a study of control refrigerants, servicing methods is made. The American Standard Safety Code for Refrigeration is studied and its principles practiced. Prerequisites: AHR 1121, AHR 1111 or permission of instructor.

AHR 1123 PRINCIPLES OF AIR CONDITIONING 4 (2-0-6)
Work includes the selection of various heating, cooling, and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed. Prerequisites: AHR 1122, AHR 1112, AHR 1115.

AHR 1124 AIR CONDITIONING, HEATING, AND REFRIGERATION SERVICING..... 4 (2-0-6)
Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Lab work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure. Prerequisites: AHR 1123, AHR 1113.

AHR 1125 HEAT LOSS AND HEAT GAIN CALCULATIONS 3 (3-0-0)
All-season air conditioning requirements, heat loss and heat gain calculations, heat transfer, and comfort students psychrometrics, humidifiers, electronic air cleaners, and heat pump principles of operation.

AHR 1126 ALL YEAR COMFORT SYSTEMS 4 (2-0-6)
Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems, and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils, amd electric wiring and controls are included in the study. Prerequisites: AHR 1123, AHR 1113.

ANTHROPOLOGY

ANT 251 PHYSICAL AND CULTURAL ANTHROPOLOGY 5 (5-0-0)
The factors which make for variation in living things are examined along with a thorough study of genetics. The origin of man is traced in detail as much as existing fossil finds will permit. The course covers about a two million year span of time.

ART

ART 150 BASIC DESIGN 3 (0-6-0)
Upon completion of this course, the student will be able to identify and use the principles and elements of design as they relate to the two-dimensional surface. Flat pattern development, pictorial composition, depiction of special illusion, and value analysis will have been studied.

ART 151 DRAWING I 3 (0-6-0)
Upon completion of this course, the student should be able to identify problems and possible graphic solutions of representing visual experience on the two-dimensional surface. The student will have explored a variety of material including pencil, pen and ink, conte, and charcoal and will have employed various techniques with an emphasis upon utilizing these materials and techniques as a means of personal expression.

ART 152 DRAWING II 3 (0-6-0)
Upon completion of this course, the student will have been introduced to the study of perspective and other systemized methods of rendering the illusion of form and space. The student will be able to apply elements of good pictorial composition and will have continued to develop technical competence in the use of a variety of material and techniques. Prerequisite: ART 151 or permission of instructor.

ART 155 SERIGRAPHY 3 (0-6-0)
Students will demonstrate an understanding of silk screening as a fine art by designing and producing editions of prints which use various techniques such as paper, knife-cut, and photopositive stencils with emphasis on layout and color separation.

ART 156 CRAFTS 3 (0-6-0)
Upon completion of this course, the student should be able to design, construct, and exhibit fiber, wood, and glass craft projects.

ART 157 CERAMICS I 3 (0-6-0)
Upon completion of this course, the student should be able to (1) design and produce projects by the pinch pot, coil, slab, and potter's wheel methods; (2) utilize various glaze techniques.

ART 158 CERAMICS II 3 (0-6-0)
Upon completion of this course, the student should be able to (1) design and produce ceramic projects building on the foundation of skills acquired in Ceramics I, (2) construct one major sculpture project which will combine at least one additional material with the clay, (3) keep an individual test tile record of glaze experiments. Prerequisite: ART 157 or permission of instructor.

ART 159 CERAMICS III 3 (0-6-0)
Upon completion of this course, the student should be able to (1) design and produce projects building on the foundation of skills acquired in Ceramics I and II; (2) weigh, mix, and apply glaze formulas to ceramics projects; (3) describe how to load, fire, and unload electric kiln. Prerequisite: ART 158 or permission of instructor.

ART 160 WATERCOLOR I 3 (0-6-0)
Through exercises in technical methods and various approaches to idea generation, the student will be able to produce watercolor paintings which demonstrate a mastery of this medium.

ART 161 WATERCOLOR II 3 (0-6-0)
This course is designed to allow further experience and research in the medium of watercolor. Exercises in composition, expression, and color theory will be explored as well as intensive practice in directional interests in content and subject matter. Prerequisite ART 160 or permission of instructor.

ART 162 WATERCOLOR III 3 (0-6-0)
An advanced studio course to further refine the student's skill with the particular medium. Nature studies and paintings from imagination will be considered as the main areas of concentration. Ideas concerning product, presentation and exhibition will be explored. Prerequisite: ART 161 or permission of instructor.

ART 163 BASIC PHOTOGRAPHY 3 (0-6-0)
The student will be introduced to the Basics of Photography, including use of the camera, composition, and subject matter. Students must provide 35 mm camera.

ART 164 PHOTOGRAPHY II 3 (0-6-0)
This course is designed around the photographic darkroom. There will be some advanced lighting techniques as well as work with special effects in the darkroom and with the camera. Prerequisite: ART 163 or Portfolio.

ART 180 ART APPRECIATION 5 (5-0-0)
A survey of ideas and stylistic trends from cave painting to modern times. Painting, sculpture and architecture of each major period will be discussed. The course is designed to meet state requirements for public school teachers and is open to the general college student.

ART 182 AESTHETICS—INTRODUCTION TO ART 5 (5-0-0)
This is an art/humanities elective course dealing with philosophies of meaning in historical and contemporary art forms. The relationships between information and illumination and between intellect and imagination will be discussed in a seminar manner. Students will be responsible for researching and presenting information and participating in class discussions.

ART 253 INTRODUCTION TO PRINTMAKING 3 (0-6-0)
This course is designed for general college students with little or no experience in the field who wish to enroll in a course of a fairly specialized nature. A wide variety of print media is introduced through a series of lectures, demonstrations, and field trips. Studio work emphasizes relief printing techniques, etching, and silkscreen printing. Prerequisite: ART 151 or permission of instructor.

ART 256 PAINTING I 3 (0-6-0)
Upon completion of this course, the student will be able to select tools and materials for painting and will be able to demonstrate a knowledge of the elements of art and the principles of design as they apply to the production of painting.

ART 257 PAINTING II 3 (0-6-0)
The student will continue the analysis and production of good pictorial composition and will continue experimentation in a variety of painting media. Prerequisite: ART 256 or permission of instructor.

ART 258 PAINTING III 3 (0-6-0)
The student will give special attention to painting as a means of personal expression and will continue to identify and solve the problems of pictorial production such as color, form, and special illusion. The student will continue technical experimentation. Prerequisite: ART 257 or permission of instructor.

ART 259 SCULPTURE I 3 (0-6-0)
In this course the student will experiment with a variety of materials by utilizing the constructive, the additive, and the subtractive processes of sculpture.

ART 260 SCULPTURE II 3 (0-6-0)
The student will continue to experiment with a variety of materials and methods of sculpture. There will be an emphasis on carving in wood and stone. Prerequisite: ART 259 or permission of instructor.

ART 261 SCULPTURE III 3 (0-6-0)
Upon completion of this course, the student will have (1) expanded knowledge of basic sculpture, (2) performed individual investigation and work in modeling, casting, carving, and construction, (3) experimented with recently developed media in sculpture. Prerequisite: ART 260 or permission of instructor.

ART 280 ANCIENT ART HISTORY 5 (5-0-0)
An in-depth study of the evolution of art with specific emphasis on the art of Ancient Egypt and Ancient Greece. Painting, sculpture and architecture are discussed. Open to general college student.

ART 281 RENAISSANCE ART HISTORY 5 (5-0-0)
An in-depth study of the evolution of 15th and 16th Century art with emphasis on the art from Giette to Michaelangelo. Painting, sculpture, and architecture are discussed.

ART 282 MODERN ART HISTORY 5 (5-0-0)
An in-depth study of the evolution of Modern Art with emphasis on the period from J. O. David to Andy Warhol. Painting, sculpture and architecture are discussed.

ART 283 COLOR THEORY 3 (0-6-0)
The student will continue the analysis and implementation of the principles and elements of design with an emphasis upon color theory.

ART 285 INDEPENDENT STUDIO 3 (0-6-0)
A course designed to permit the student to work beyond the limits of the regular sequence of courses in particular area of art. As the course title indicates, the student will be working independently on self-determined objectives utilizing the resources of the Art Department. One independent studio may be taken per area. Prerequisite: Completed sequence of art courses in the area of proposed independent study.

ART 286 INDEPENDENT STUDIO 3 (0-6-0)
A course designed to permit the student to work beyond the limits of the regular sequence of courses in a particular area of art. As the course title indicates, the student will be working independently on self-determined objectives utilizing the resources of the Art Department. One independent studio may be taken per area. Prerequisite: Completed sequence of art courses in the area of proposed independent study.

ART 287 INDEPENDENT STUDIO 3 (0-6-0)
A course designed to permit the student to work beyond the limits of the regular sequence of courses in a particular area of art. As the course title indicates, the student will be working independently on self-determined objectives utilizing the resources of the Art Department. One independent studio may be taken per area. Prerequisite: Completed sequence of art courses in the area of proposed independent study.

AUTOMOTIVE MECHANICS

PME 151 AUTOMOTIVE FUNDAMENTALS FOR CONSUMERS.. 3 (3-0-0)
This course is designed to help you prolong the life of your automobile. The topics discussed include the following: the engine and companion systems, preventive maintenance, basic tune-up instructions, and trouble-shooting.

PME 1101 INTERNAL COMBUSTION ENGINE 4 (2-0-6)
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods

of diagnosing and repairing. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams.

PME 1102 ENGINE IGNITION AND FUEL SYSTEMS 4 (2-0-6)
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Interpretation and reading of schematic prints and diagrams. Making sketches of electrical wiring and fuelsystem components for automotive engines and other internal combustion engines. Prerequisite: PME 1101 or permission of instructor.

PME 1110 EMISSION CONTROL SYSTEMS 2 (1-0-3)
A study of operating principles which apply to control systems currently in use and emission control systems that effectively reduce the volume of air pollutants.

PME 1113 BRAKE SYSTEMS 2 (1-0-3)
A study of the principle of operation of modern drum and disc braking systems. Diagnosis, component replacement and total system overhaul are included.

PME 1116 FRONT END ALIGNMENT AND WHEEL BALANCING 2 (1-0-3)
Principles and functions of front-end alignment and wheel balancing on all types of automobiles and light trucks.

PME 1120 AUTOMOTIVE ELECTRICAL SYSTEMS 2 (1-0-3)
The course will cover diagrams, sketches, charts, wiring codes, and symbols for automobiles. Analysis charts will be studied to troubleshoot electrical problems with wiring, and electronic devices on new model automobiles.

PME 1121 FRONT SUSPENSION, ALIGNMENT, AND POWER STEERING 2 (1-0-3)
Theory of operation, correct disassembly and mounting of all front suspension parts on various types of frames (car and light truck). A thorough understanding of the function and repair of steering gears (Power and standard), shock absorbers, springs, wheels and tires, pumps, rams, etc. is gained. Theory and application of steering geometry, correct diagnosis of problems and use of the alignment and balancing machines; analysis and correction of tire wearing problems, vibrations, hard steering, pulling, etc. is experienced.

PME 1122 INDUSTRIAL POWER TRAIN SYSTEMS 2 (1-0-3)
A study of basic braking systems employed on industrial equipment. Basic principles and functions of power train systems: clutches, transmission gears, drive shaft assemblies, rear axles and differentials.

PME 1124 AUTOMOTIVE POWER TRAIN SYSTEMS..... 2 (1-0-3)
Principles and functions of automotive power train systems: clutches, transmission gears, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing and repair.

PME 1125 AUTOMOTIVE SERVICING 4 (2-0-6)
Emphasis is on the shop procedures necessary in "troubleshooting" of automotive systems, provides a full range of experiences in testing, adjusting, repairing, and replacing components. A close simulation to an actual automotive shop situation will be maintained. Prerequisite: PME 1102, PME 1123, AHR 1101.

PME 1203 DIESEL ENGINE SERVICING 4 (2-0-6)
A thorough indepth knowledge of the diesel automobile engine is developed. Emphasis is on design, operation, disassembly, diagnosis and repair.

PME 1205 DIESEL ENGINE FUEL SYSTEMS 3 (3-0-0)
Principles and operation of diesel fuel systems, diagnosis of problems, service and repair pertaining to cars and light duty trucks. GM, Bosh, VW diesel, Isuzu type of systems will be major systems covered.

PME 1221 ADVANCED ELECTRICAL SYSTEMS 2 (1-0-3)
Detailed study in theory and construction of electronic controlled charging and ignition systems. Prerequisite: Permission of instructor.

PME 1224 AUTOMATIC TRANSMISSIONS..... 5 (3-0-6)
This course is designed to provide a measure of depth in the understanding of automatic transmissions. Instruction includes classroom study, demonstrations, and student participation in disassembly, reassembly, and testing of selected transmissions. Special emphasis is placed on principles, function, construction, operation, servicing and "troubleshooting" procedures and repair of various types.

PME 1227 POWER ACCESSORIES..... 5 (3-0-6)
Power accessories course will include power equipment added to cars and light trucks. All electrical components including power windows, roofs, trunk and safety devices, power seats, and electronic equipment for diesel-powered autos will be covered. Prerequisite: PME 1102, PME 1203, PME 1205, AHR 1101.

PME 1232 FRONT END DRIVE TRAIN STEERING AND ALIGNMENT 2 (1-0-3)
Study of the new front-wheel drive train. Operation and repair of steering and alignment of rack and pinion system will be emphasized. Prerequisite: PME 1113, PME 1116, PME 1121, PME 1124.

BIOLOGY

BIO 151 GENERAL BIOLOGY 4 (3-3-0)
A study of the basic biological principles included in both animal and plant kingdoms. Emphasis is placed upon live, taxonomy, the cell, cell divisions, cellular metabolism, photosynthesis, nucleic acids, and genetics.

BIO 152 GENERAL BIOLOGY 4 (3-3-0)
A continuation of BIO 151. Included are a survey of the plant kingdom and ecological studies, including both plants and animals. Prerequisite: BIO 151.

BIO 153 GENERAL BIOLOGY 4 (3-3-0)
A continuation of general biology. Included are a survey of the animal kingdom and the structure and function of man as one of the animals. Prerequisite: BIO 151.

BIO 155 MAN AND HIS ENVIRONMENT 3 (3-0-0)
This course is an introduction to human ecology. Discussed are causes and possible solutions of problems such as over-population, air-water-food-noise pollution, pesticides, vanishing resources-wilderness-wildlife, atomic radiation, and urbanization. Films, guest speakers, five field trips, panel discussions and lectures are used.

BIO 251 ANATOMY AND PHYSIOLOGY 4 (3-2-0)
A study of the anatomy and physiology of the human body with integration and homeostasis as leading factors. Emphasis is on the cell, tissues of the body, integumentary system, skeletal system, muscular system, and digestive system.

BIO 252 ANATOMY AND PHYSIOLOGY 4 (3-2-0)
A continuation of BIO 252. The systems covered are the nervous, special senses, circulatory and immunological. Prerequisite: BIO 252.

BIO 253 ANATOMY AND PHYSIOLOGY 4 (3-2-0)
A continuation of BIO 253. The systems covered are the respiratory, excretory, endocrine, and reproductive. Prerequisite: BIO 253.

BIO 255—MICROBIOLOGY 5 (3-4-0)
Morphology, physiology, and methods of culture and control of bacteria, viruses, and related micro-organisms. The course includes pathogens and epidemiology of microbial diseases.

BUSINESS

BUS 120 MACHINE CALCULATIONS 4 (3-2-0)
A course to develop proficiency in the operation of the electronic calculator and in its use to solve business related problems.

BUS 122 FILING 3 (3-0-0)
A study of the fundamentals and theory of filing with special emphasis on alphabetic, geographic, subject, numeric, and other filing systems.

BUS 123 BUSINESS MATHEMATICS 4 (3-2-0)
Meaningful explanations, illustrations, and problems designed to give students an understanding of and the ability to apply mathematical concepts to business activities.

BUS 124 RECORD KEEPING 3 (3-0-0)
The student will recognize and be able to apply the basic concepts of the single proprietorship. The student will develop skills which enable him to record and analyze business transactions in appropriate books of original entry, as well as classify and summarize such transactions in an income statement and balance sheet.

BUS 125 OFFICE PROCEDURES 3 (3-0-0)
Efforts will be made to observe and direct students in developing those characteristics and personality traits which are essential in the modern business office. Training in office duties and procedures will be emphasized. Prerequisite: Ability to type or permission of instructor.

BUS 126 OFFICE PROCEDURES 3 (3-0-0)
A continuation of BUS 125. This course presents a series of integrated office activities which emphasize the administrative aspects of secretarial work. Prerequisite: BUS 125 or permission of instructor.

BUS 130 PRINCIPLES OF INDUSTRIAL MANAGEMENT 5 (5-0-0)
The basic managerial decisions; organizational structure including plant location, building requirements, and internal factory organization and problems of factory operation and control, planning, scheduling, routing factory production, stores control, labor control, purchasing, and cost control. Plant problems are utilized at lab experiments.

BUS 133 INDUSTRIAL SAFETY 5 (5-0-0)
Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personnel protective equipment; state industrial accident code and fire regulations, the first aid department and the line of supervisory responsibility; job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the Insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program.

BUS 134 PRINCIPLES OF SUPERVISION 3 (3-0-0)
Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.

BUS 135 WORK MEASUREMENT..... 5 (5-0-0)
A study of the principles of work simplification including administration of job methods, improvement, motion study fundamentals, and time study techniques. Use of flow and process charts, multiple activity charts, operation charts, flow diagrams, and methods of evaluation are included topics.

BUS 136 PERSONAL DEVELOPMENT 3 (3-0-0)
A study of the principles that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems.

BUS 150 BUSINESS LAW 3 (3-0-0)
A general course designed to acquaint the student with the subject of Business Law and to examine fully the subject of contracts.

BUS 151 BUSINESS LAW 3 (3-0-0)
A continuation of Business 150. Topics include the sale of goods, commercial paper, insurance, estate planning, court procedures, agency, and employment. Prerequisite: BUS 150 or permission of instructor.

BUS 152 INTRODUCTION TO BUSINESS 5 (5-0-0)
An introduction to the various areas of business available for concentrated investigation. The business environment, ownership forms, organization, marketing, and the physical factors of the business are examined. Also, personnel, stocks, bonds, insurance, accounting, business statistics, budgets, forecasting, and the legal environment of business are surveyed.

BUS 153 TYPEWRITING 3 (1-4-0)
Development of basic typewriting skills and principles and their application with emphasis on speed and accuracy.

BUS 154 TYPEWRITING 3 (1-4-0)
A continuation of Business 153, with emphasis on outlines, letter styles, and typing from draft copy. Prerequisites: BUS 153 or permission of instructor.

BUS 155 TYPEWRITING 3 (1-4-0)
A continuation of Business 154 with emphasis on manuscripts, legal documents and duplicating processes. Prerequisite: BUS 154 or permission of instructor.

BUS 156 SHORTHAND 4 (3-2-0)
Mastery of the fundamentals of Gregg Shorthand theory and speed building. Prerequisite: Ability to type or permission of instructor.

BUS 157 SHORTHAND 4 (3-2-0)
A continuation of the study of Gregg Shorthand theory and development of dictation and transcription skills. Prerequisite: BUS 156 or permission of instructor.

BUS 158 SHORTHAND 4 (3-2-0)
Development and application of the principles of Gregg Shorthand theory, with emphasis on accuracy and speed. Prerequisite: BUS 157 or permission of instructor.

BUS 161 ACCOUNTING PRINCIPLES 4 (3-2-0)
The first quarter of accounting builds the basic foundation for further study. Topics included are the basic accounting structure, journals, ledgers, the completion of the cycle for a service and mercantile enterprise, receivables, payables, inventory methods, deferrals, accruals, practical problems and case studies.

BUS 162 ACCOUNTING PRINCIPLES 4 (3-2-0)
A continuation of BUS 161. Items covered are plant and intangible assets, internal control, payroll systems, concepts and principles, partnership, corporations, departments, branches, practical problems, and case studies. Prerequisite: BUS 161 or permission of instructor.

BUS 163 ACCOUNTING PRINCIPLES 4 (3-2-0)
A continuation of BUS 162. Topics are an introduction to cost accounting, budgetary control, income taxes, management concern for cost and revenue relationships, special analysis, special statements, practical problems and case studies. Prerequisite: BUS 162 or permission of the instructor.

BUS 200 ACCOUNTING ON MICROCOMPUTERS 4 (3-2-0)
A study of the application of General Ledger, Accounts Receivable, Accounts Payable, Payroll and Depreciation Systems on a microcomputer. No prior computer knowledge is required. Prerequisite: BUS 163 or permission of instructor.

BUS 201 TYPEWRITING 3 (1-4-0)
An expansion of the development of typewriting principles and skills and their application with emphasis on speed and accuracy. Prerequisite: One year of typewriting or permission of instructor.

BUS 202 TYPEWRITING 3 (1-4-0)
Business letter styles, legal papers, tabulation, business and accounting reports, manuscripts, and forms applicable to the business office are emphasized. Prerequisite: BUS 201 or permission of instructor.

BUS 203 TYPEWRITING 3 (1-4-0)
Development of sustained production of forms used in the business office. Prerequisite: BUS 202 or permission of instructor.

BUS 211 SHORTHAND AND TRANSCRIPTION 4 (3-2-0)
A review of Gregg Shorthand theory and the principles of English grammar with emphasis on the student's ability to take and transcribe correctly from familiar and unfamiliar dictation at varying rates of speed. Prerequisite: BUS 158 or permission of instructor.

BUS 212 SHORTHAND DICTATION AND TRANSCRIPTION..
4 (3-2-0)
This course emphasizes speed, accuracy, vocabulary, and transcription abilities to enable the student to meet the requirements of the business office. Prerequisite: BUS 211 or permission of instructor.

BUS 213 SHORTHAND DICTATION AND TRANSCRIPTION..
4 (3-2-0)
A continuation of BUS 212. Prerequisite: BUS 212 or permission of instructor.

BUS 215 WORD PROCESSING 4 (3-2-0)
A course designed to develop proficiency in office work which requires the use of transcribing units. The concepts of word processing are taught, and experience on the text-editing typewriter is received. Prerequisite: Ability to type 50 words per minute.

BUS 216 WORD PROCESSING 3 (1-4-0)
Instruction and hands-on experience on a dedicated word processor. Areas covered will be basic typing entries, editing, revising, formatting, merging, and document assembly. Prerequisite: BUS 155 or permission of instructor.

BUS 220 BUSINESS COMMUNICATIONS..... 3 3-0-0)
The study and the composition of business letters and other forms of communication. Prerequisite: Ability to type or permission of instructor.

BUS 223 PRINCIPLES OF SELLING..... 3 (3-0-0)
A study of the fundamentals of effective selling, qualifications and obligations of sales persons.

BUS 224 BUSINESS MANAGEMENT 5 (5-0-0)
Principles of business management including overview of major functions of management, such as planning, staffing, controlling, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements.

BUS 225 PRINCIPLES OF MARKETING 5 (5-0-0)
A survey of the functions and problems involved with getting products moved from the producer to the consumer.

BUS 226 OFFICE MANAGEMENT 5 (5-0-0)
The study of the principles of management as it relates to the office.

BUS 228 CONSUMER FINANCE 3 (3-0-0)
This course is oriented toward personal financing as opposed to financing the business entity. Topics include budgets, insurance, credit procedures, personal investments, housing, real estate, retirement planning, and estate planning.

BUS 229 BUSINESS FINANCE 3 (3-0-0)
Financing of business units, as individuals, partnerships, corporations, and trusts. Topics include short-term financing, long-term financing, financing federal, state, and local government and the factors affecting supply of funds, monetary and credit policies.

BUS 230 QUALITY CONTROL 4 (3-2-0)
Principles and techniques of quality control and cost saving. Organization and procedure for efficient quality control. Functions, responsibilities, structure, costs reports, records, personnel and vendor-customer relationships in quality control. Sampling inspections, process control and tests of significance.

BUS 232 LABOR ECONOMICS AND LABOR RELATIONS.... (5-0-0)
Emphasis is placed on the history of the labor movement in the United States; the development of methods and strategies by labor organizations and by management; the shift in the means of public control; and the factors of income and economic security.

BUS 233 FOREMANSHIP SUPERVISION 3 (3-0-0)
The foreman's responsibility for planning, organizing, directing, controlling, and coordinating supervisory activities. It teaches the supervisor the basic functions of an organization and his responsibilities, policies and procedures, and rules and regulations.

BUS 234 PERSONNEL MANAGEMENT 3 (3-0-0)
Principles of organization and management of personnel, procurement, placement, training, performance checking, supervision, remuneration, labor relations, fringe benefits, and security.

BUS 235 PRODUCTION PLANNING 5 (5-0-0)
Day-to-day plant direction; forecasting, product planning and control, scheduling, dispatching, routine and inventory control. Case histories are discussed in the classroom, and courses of corrective action are developed. Actual layouts are utilized for planning and control.

BUS 238 BUSINESS INSURANCE 5 (5-0-0)
This course is an approach to the study of the principles of risk, risk management, and insuring techniques in the context of the managerial decision-making process. Topics include risk and the nature of insuring devices, life, health, retirement, property, and liability insuring devices; planning and integrating risk treatment programs, and insuring organizations and their functions.

BUS 241 INTERMEDIATE ACCOUNTING 4 (3-2-0)
A review and expansion of accounting principles which includes, among other aspects, the balance sheet, income statement, earnings statement, fundamental processes of recording, cash and temporary investments, and analysis of working capital. Prerequisite: BUS 163 or permission of instructor.

BUS 242 INTERMEDIATE ACCOUNTING 4 (3-2-0)
Additional study of intermediate accounting with emphasis on current liabilities, investments, plant and equipment, intangibles, and long-term liabilities. Prerequisite: BUS 241.

BUS 243 INTERMEDIATE ACCOUNTING 4 (3-2-0)
A continuation of BUS 242 which includes study of paid-in capital upon corporate formation and subsequent to corporate formation, all aspects of retained earnings and the retained earnings statement, statements from incomplete records, errors, and financial statement analysis. Prerequisite: BUS 242.

BUS 244 COST ACCOUNTING 4 (3-2-0)
A study of the nature and purposes of cost accounting for direct labor, materials, and overhead; job cost, standard cost and principles and procedures; selling and distribution cost, budgets, and executive use of cost figures. Prerequisite: BUS 163 or permission of instructor.

BUS 246 TAXES 4 (3-2-0)
A study of the application of federal and state taxes to various businesses and business conditions, income taxes, payroll taxes, intangible taxes, capital gain taxes, sales and use taxes, excise taxes, and inheritance taxes. Prerequisite: BUS 161 or permission of instructor.

BUS 248 AUDITING 4 (3-2-0)
A study of conducting audits and investigations, setting up accounts based on audits, collecting data on working papers, arranging and systematizing the audit, and writing the audit report. Emphasis on detailed audits, internal auditing, and internal control. Prerequisite: BUS 163 or permission of instructor.

BUS 1103 SMALL BUSINESS OPERATIONS 3 (3-0-0)
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

CHEMISTRY

CHM 161 GENERAL CHEMISTRY 4 (3-3-0)
A course designed to introduce a student to the fundamental concepts of chemistry. Topics of study include chemical symbols, formulas, atomic structure, periodic law, chemical bonding, the gaseous state, the kinetic molecular theory and chemical calculations.

CHM 162 GENERAL CHEMISTRY 4 (3-3-0)
A continuation of CHM 161. Emphasis to be placed on the liquid and solid states, solutions, electrolytes, colloids, oxidation-reduction reactions, and chemical equillibrium. Prerequisite: CHM 161.

CHM 163 GENERAL CHEMISTRY 4 (3-3-0)
A continuation of CHM 162. Emphasis to be placed on the study of thermodynamics, electrochemistry, solubility product principle, hydrolysis, with an introduction to nuclear chemistry, biochemistry, and organic chemistry. Laboratory will include semimicro qualitative analysis. Prerequisite: CHM 162.

CHM 164 PHYSIOLOGICAL CHEMISTRY 4 (3-3-0)
A course structured to provide an understanding of the scope, aims, and fundamentals of modern chemistry by presenting facts, theories, and principles of the science. The course will serve as the basic chemistry course for student nurses.

CHM 271 ORGANIC CHEMISTRY 4 (3-3-0)
A study of the compounds of carbon. Emphasis will be on the alkanes and alkenes, their reactions, and stereochemistry. Prerequisite: CHM 163.

CHM 272 ORGANIC CHEMISTRY 4 (3-3-0)
A continuation of CHM 271 including the study of aromatics, reaction mechanisms, theoretical syntheses, and IR spectroscopy. Prerequisite: CHM 271.

CHM 273 ORGANIC CHEMISTRY 4 (3-3-0)
A continuation of the topics of CHM 272 including natural products and polymers. Prerequisite: CHM 272.

CIVIL ENGINEERING

CIV 1101 SURVEYING 3 (2-0-3)
Basic instrumentation and topography, together with field trips and drafting room application of site surveying. Prerequisite: MAT 1103.

COOPERATIVE EDUCATION

COE COOPERATIVE EDUCATION INTERNSHIP 1, 2, 3, or 4.. (0-10, 20, 30, 40, 0)
Cooperative Education work experiences enable students to work in positions related to their programs of study and/or career interest and for employers selected and/or approved by the institution. Students are supervised periodically by faculty or staff members from the College. Credit hours are determined by dividing the average number of hours worked per week, during an eleven-week quarter, by 10, and rounding to the nearest whole number. Contact hours are determined by multiplying the number of hours worked per week by .5. A maximum of eight credit hours toward degree or diploma requirements may be earned. Prerequisite: One quarter as a full-time student at Mitchell Community College or permission of the Cooperative Education Program Coordinator.

COSMETOLOGY

COS 1001 SCIENTIFIC STUDY I 10 (5-0-15)
This course is for beginners in Cosmetology. It includes a study of hygiene and good grooming, visual poise, personality development, professional ethics, bacteriology, sterilization and sanitation, draping, shampooing and rinsing, scalp and hair care, cosmetology law, anatomy, chemistry, nails and disorders of the nail, manicuring, skin and disorders of the skin, scalp and hair.

COS 1011 MANNEQUIN PRACTICE 5 (0-0-17)
A study of finger waving, hair styling and hair shaping. The care and styling of wigs, permanent waving, hair coloring, chemical hair relaxing and chemical blowout, draping, shampooing and rinses, scalp, and hair care, and manicuring.

COS 1002 SCIENTIFIC STUDY II 5 (5-0-0
This course is for advanced students in Cosmetology. It includes a study of hair shaping, finger waving, hairstyling, the care and styling of wigs, permanent waving, hair coloring, chemical hair relaxing and chemical blowout, and thermal hair straightening.

COS 1022 CLINICAL APPLICATION I 10 (0-0-32)
A study of live model performance. The purpose of this course is to develop skills and to understand techniques. Laboratory practice in the areas of professional ethics, sterilization and sanitation, draping, shampooing and rinsing, scalp and hair care, hair shaping, finger waving, hairstyling, the care and styling of wigs, permanent waving, and hair coloring.

COS 1003 SCIENTIFIC STUDY III 5 (5-0-0)
The course gives classroom study in thermal waving, curling, and blow-dry styling, theory of massage, facials, facial make-up, false eyelashes, and superfluous hair removal.

COS 1033 CLINICAL APPLICATION II 10 (0-0-32)
A continued study of laboratory practices, chemical hair relaxing and chemical blowout, thermal hair straightening, thermal waving, curling, blow-dry styling, manicuring chemistry, facials, and facial make-up.

COS 1004 SCIENTIFIC STUDY IV 5 (5-0-0)
The course gives classroom study in cells, skin, hair, scalp disorders, salon management, and cosmetology law.

COS 1044 CLINICAL APPLICATION III 10 (0-0-32)
A continued study of laboratory practice in permanent waving, hair styling, hair shaping, sanitation and sterilization.

CRIMINAL JUSTICE—PROTECTIVE SERVICE TECHNOLOGY

CJC 101 INTRODUCTION TO CRIMINAL JUSTICE 5 (5-0-0)
This course is designed to familiarize the student with a philosophy and history of law enforcement, its legal limitations in our society, the primary duties and responsibilities of the various agencies in the criminal justice field, the basic processes of justices, and evaluation of law enforcement's current position, and an orientation relative to the profession as a career.

CJC 102 CRIMINOLOGY 5 (5-0-0)
A general course designed to introduce the student to the causation of crime and delinquency. The historical and contemporary aspects of crime, law enforcement, punishment, and correctional administration will be discussed.

CJC 110 JUVENILE DELINQUENCY 5 (5-0-0)
General survey of juvenile delinquency as an individual and social problem, theories of delinquency, causation, and methods of correction and prevention. The course will present a general overview of the juvenile court.

CJC 115 CRIMINAL LAW 3 (3-0-0)
A course designed to present a basic concept of criminal laws and to provide a legal groundwork for those who seek to enter the criminal justice field.

CJC 125 CRIMINAL PROCEDURE 5 (5-0-0)
This course is designed to provide the student with a review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state, and civil laws as they apply to and affect law enforcement.

CJC 201 N.C. JUVENILE DETENTION AND CORRECTIONS.. 3 (3-0-0)
This course examines the juvenile court procedure, juvenile detention and juvenile correction in North Carolina.

CJC 202 TRAFFIC ENFORCEMENT 5 (5-0-0)
A study which covers the history of the traffic enforcement problems and gives an overview of the problem as it exists today. Attention will be given to the three E's (enforcement, evaluation, effectiveness) and legislation, the organization of the traffic unit, the responsibilities to the traffic function of the various units within the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness and the allocation of men and materials. Accident investigation is stressed.

CJC 203 CORRECTIONS 3 (3-0-0)
An examination of the total correctional process from law enforcement through the administration of justice, probation, prisons and correctional institutions, and parole. This course will provide a history and philosophy in the field of correction.

CJC 204 PAROLES, PROBATION, AND PARDONS 3 (3-0-0)
Probation as a judicial process and parole as an executive function are examined as community-based correctional programs and the use of pardons is reviewed.

CJC 205 CRIMINAL EVIDENCE 5 (5-0-0)
Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

CJC 206 COMMUNITY RELATIONS 3 (3-0-0)
This course will provide the student with an understanding of community structures as they relate to minority groups, peer groups, socioeconomic groups, leader groups, and group relations. Emphasis will be placed on the organization and function of these groups as they relate to the profession of criminal justice-protective service.

CJC 207 CONFINEMENT FACILITIES ADMINISTRATION 3 (3-0-0)
This course is designed to familiarize the student with the supervision and administration of confinement facilities involving techniques of inmate supervision, security, medical care of prisoners, food preparation, sanitation, and various legal aspects controlling detention facilities, correctional institutions, and jails.

CJC 209 CORRECTION LAW 3 (3-0-0)
This course is designed to familiarize the student with the specific laws as they pertain to correction, care, custody and control.

CJC 210 CRIMINAL INVESTIGATION 5 (4-2-0)
This course introduces the student to fundamentals of investigation; crime scene search; recording, collection, and preservation of evidence; sources of information, interview and interrogation, case preparation, and court presentation.

CJC 211 CRIMINALISTICS I 5 (4-2-0)
A course designed to introduce the student to the forensic aspects of police science and the crime lab, its function and scope. The student is further introduced to lab equipment generally found in use in a police crime lab. In addition, the course studies physical and chemical properties of certain substances, chemical changes, weights and measurements, and organic analysis and inorganic analysis.

CJC 212 CRIMINALISTICS II..... 5 (4-2-0)
A continuation of the forensic aspects of police science. The subject matter concentrates on the procedures to be undertaken in the crime lab. Emphasis is placed on fulfilling all legal requirements regarding handling and evaluation of physical evidence. All students participate in a crime scene and the investigation of all evidence pertaining to the crime.

CJC 216 ADVANCED CRIMINAL LAW 3 (3-0-0)
A continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. Primary emphasis will be placed on North Carolina law. Prerequisite: CJC 115.

CJC 217 PATROL ADMINISTRATION 3 (3-0-0)
This course defines the purposes of patrols and describes the types of patrols. It explains the operation of police vehicles on patrol, answering calls—emergency and non-emergency and felony in progress. It provides the student the opportunity to develop powers of perception, and observation concerning persons, places, and things. Safe driving techniques and use of equipment are presemted.

CJC 220 POLICE ORGANIZATION AND ADMINISTRATION 5 (5-0-0)
Introduction to principles of organization and administration, discussion of the service functions, e.g., personnel management, police management, training, communications, records, property maintenance, and miscellaneous services.

CJC 221 CORRECTION ADMINISTRATION 3 (3-0-0)
Emphasis is placed on the principles of administration in the correctional setting including budgeting and financial control, recruitment and development of staff, administrative decision making, public relations, and other correctional administrative functions.

CJC 223 CORRECTION COUNSELING..... 4 (3-2-0)
This course is designed to provide the student with information pertaining to counseling techniques as they apply to the needs of a correction officer. Time is provided for role playing and other practical techniques.

CJC 224 REHABILITATION 3 (3-0-0)
This course is designed to provide the student with the opportunity to explore the different avenues of rehabilitation. The new and innovative techniques of rehabilitation will be emphasized as they relate to successful methods.

CJC 230 COUNSELING..... 3 (3-0-0)
This course is designed to present the basic elements of counseling. The basic elements will be applied to the different socioeconomic groups in our society.

CJC 234 COMMUNITY-BASED CORRECTION 3 (3-0-0)
Community resources that can be utilized in the correctional process are examined such as vocational rehabilitation, alcohol detoxification and other units, welfare services, child guidance and mental health clinics, employment services, private volunteer, professional assistance, legal aid, and other pertinent services.

CJC 240 SECURITY SYSTEMS 5 (5-0-0)
This course is designed to introduce the student to an overview of the total security concept. The topic is broken down into industrial, commercial, and retail security.

CJC 241 PROPERTY CONTROL 3 (3-0-0)
This course is designed to provide the student with an understanding of the physical layouts and control procedures of industrial, commercial, and retail facilities. Methods of protection such as electrical gates, magnetic passes, perimeter lighting, alarm systems, fencing, and other means of protection are covered.

CJC 242 COMMON CARRIER PROTECTION 3 (3-0-0)
This course is designed to provide the student with an understanding of various common carrier functions. Effective control measures such as bills of lading, waybills, notices of shipment, and free astray forms are presented as they relate to the security officer's function. ICC regulations as they relate to company policies and state laws are covered.

CJC 243 INDUSTRIAL ACCIDENT INVESTIGATION AND REPORTING 3 (3-0-0)
This course is designed to present techniques and procedures that will enable the security officer to adequately investigate an industrial accident and report relevant facts important to the investigation. Familiarization with pertinent phraseology and terms is stressed.

CJC 244 CIVIL AND CRIMINAL LEGAL RESPONSIBILITY.. 3 (3-0-0)
This course emphasizes the civil and criminal legal responsibility of security personnel. It involves control and supervision of company property including entries and exits. It stresses the legal liability of the individual and of the company.

CJC 245 ELECTRONIC DETECTION AND POLYGRAPH 5 (5-0-0)
This course is designed to provide the student with an understanding of electronic detection devices and equipment. It stresses the legal aspects limiting their use. The use of the polygraph as an investigative aid is covered.

CJC 246 SECURITY INVESTIGATION 3 (3-0-0)
This course is designed to familiarize the student with utilization of personnel security questionnaires and other sources of background data to assure complete investigations. Familiarization with investigative techniques and procedures are emphasized.

CJC 247 RETAIL SECURITY 3 (3-0-0)
This course is designed to familiarize the student with information concerning all aspects of retail security protection. Internal safeguards including employee and customer activities are covered.

CJC 248 FIRE PREVENTION AND SECURITY 3 (3-0-0)
This course presents information on the different types of fires and their prevention. Types of fire extinguishers and fire alarm systems are presented. Methods of organizing and training fire brigades are stressed.

CJC 249 SURVEILLANCE TECHNIQUES 3 (3-0-0)
This course is designed to cover all types of surveillance techniques and the use of the surveillance equipment. Emphasis is placed on loss prevention in relation to employee and customer activities in industrial, commercial, and retail settings.

DRAFTING

DFT 113 ELECTRONIC DRAFTING 4 (1-6-0)
The fundamentals of drafting are presented with an emphasis on applications in the electronics field. Basic skills and techniques are included such as the use of drafting instruments, types of drawings, construction of drawings both with instruments and freehand, lettering and dimensioning, and how to read prints. In addition to basic skills, specialized experience will be included which directly relates to the electronics industry, such as types of drawings common to electronics, special symbols used, schematic diagrams and layout diagrams with an emphasis on printed circuit work.

DFT 151 ARCHITECTURAL DRAFTING..... 3 (2-2-0)
The purpose of this course is to provide basic instruction in preparing architectural working drawings and to serve as a future reference for design and construction principles and methods. It is intended to help the student develop the necessary technical skills which will enable him to communicate and express his architectural ideas in an understandable, efficient, and accurate manner.

DFT 1104 BLUEPRINT READING 2 (1-0-3)
Interpretation and reading of blueprints. Information on the basic principles of the blueprint: views, dimensioning procedures and notes.

DFT 1105 BLUEPRINT READING: MECHANICAL 1 (0-0-3)
Interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes.

DFT 1110 BLUEPRINT READING: BUILDING TRADES 2 (1-0-3)
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.

DFT 1113 BLUEPRINT READING: ELECTRICAL 1 (0-0-3)
Interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching shcematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be a part of this course. Prerequisite: DFT 1110 or DFT 1104 or permission of instructor.

DFT 1116 BLUEPRINT READING: AIR CONDITIONING 1 (0-0-3)
A specialized course in drafting for the heating, air conditioning and refrigeration student. Emphasis will be placed on reading of blueprints that are common to the trade; blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, and shop sketches. The student will make tracings of floor plans and lay out air conditioning systems. Prerequisite: DFT 1110 or permission of instructor.

DFT 1117 BLUEPRINT READING: WELDING 3 (3-0-0)
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.

DFT 1118 PATTERN DEVELOPMENT AND SKETCHING 2 (1-0-3)
Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates. Prerequisite: DFT 1117.

DFT 1120 BASIC DRAFTING 4 (2-0-6)
An introduction to drafting and the study of drafting practices. Instruction is given in the selection, use and care of instruments, Gothic single-stroke lettering, geometric construction, and basic orthographic projection. Methods of reproducing and control of drawings are explored.

DFT 1121 BASIC INDUSTRIAL DRAFTING..... 2 (1-0-3)
Drafting instruction and experience in the preparation and interpretation of shop drawings. The student will draw elementary machine parts both in detail and assembly drawings. Special emphasis is given to notes and other material related to machine shop and other manufacturing processes.

DFT 1122 TECHNICAL SKETCHING 2 (1-0-3)
Study and practice in freehand sketching of machine parts with pencil. Sketches are made in orthographic, isometric, and obuque projection, as well as in perspective. Various types of shading techniques are included.

DFT 1123 ADVANCED DRAFTING 4 (2-0-6)
This course includes the application of orthographic principles to the more complex drafting problems, primary and secondary auxiliary views, and simple and successive revolutions and their applications to practical problems. Sections and conventions will be studied and both detail and assembly sections will be drawn. Prerequisite: DFT 1120 or permission of instructor.

DFT 1124 DIMENSIONING AND TOLERANCING 4 (2-0-6)
Students will apply basic dimensioning practices to various types of drafting problems. The principles of tolerancing will be explored through definition of terms, calculations of fits and geometric tolerancing. All dimensioning and note practices will be in compliance with American Standards Association practices. Prerequisite: DFT 1120 or permission of instructor.

DFT 1125 DESCRIPTIVE GEOMETRY 4 (2-0-6)
A graphic analysis of space problems. Involving points, lines, planes, connectors, and a combination of these. Practical design problems are stressed with analytical verification where applicable. Visualization is stressed on every problem. Prerequisite: MAT 1101, DFT 1123 and 1124 or permission of instructor.

DFT 1128 TECHNICAL ILLUSTRATION 2 (1-0-3)
This course will expose the student to the major illustration techniques and methods related to technical illustration. Extensive use of isometric, dimetric, and trimetric projection and perspective will be practiced by the students. Prerequisite: DFT 1120 or permission of instructor.

DFT 1130 COMPUTER ASSISTED DRAFTING 2 (1-0-3)
Upon completion of this course, students should be able to: identify the components of a CAD system and define their use; understand the major CAD systems used in industry, their similarities and differences; have a working understanding of the commands, and controls of a CAD system; draw electronically elements of drawings such as lines, circles, arcs, curves, etc.; execute simple orthographic drawings electronically; dimension simple drawings. Prerequisite: DFT 1123 or permission of instructor.

DFT 1131 MECHANICAL DRAFTING I 4 (2-0-6)
An introduction to mechanical drafting beginning with methods of fastening materials, and fasteners: keys, springs, rivets, and welding. Intersections and developments will be studied by relating drawings to the sheet metal trades. Principles of design will be introduced with the study of basic mechanisms of motion transfer, gears, cams, power trains, pulleys, belting and methods of specifying and calculating dimensions will be studied. Prerequisite: DFT 1123 and 1124 or permission of instructor.

DFT 1132 MECHANICAL DRAFTING II 4 (2-0-6)
Principles of design sketching, design drawings, layout drafting, detailing from layout drawings, production drawings and simplified drafting practices constitute areas of study. Specifications, Parts List and Bill of Materials are emphasized in this course. The student will develop a complete set of working drawings of a tool, jig, fixture or simple machine and principles of design, handbook, and manual usage. Prerequisite: DFT 1131.

DFT 1134 ARCHITECTURAL DRAFTING 2 (1-0-3)
Upon completion of this course, students should be able to: apply basic residential construction terminology to drawings; draw plans and elevations with proper dimensioning; choose the most appropriate basic house structure and determine involved traffic patterns; plan the individual rooms, stairs, halls and core units (kitchen, bath and utility rooms); design the exterior of house, including shape and proper material. Prerequisite: DFT 1120 or permission of instructor.

DRAMA

DRA 151 DRAMA APPRECIATION 3 (2-2-0)
An introductory course in drama, with overviews of the history of the theater, and various aspects of play production. Particular attention is given to the actor's understanding and exercise of basic skills and techniques. The course is designed to develop imagination, self-awareness, and the ability of improvisation. Work in individual and group projects.

ECONOMICS

ECO 251 MACROECONOMICS 5 (5-0-0)
The economic analysis of the economy as a whole. It includes such areas of study as total employment, total production, the business cycle, the general price level, and measures used to stabilize the level of business activity.

ECO 252 MICROECONOMICS 5 (5-0-0)
The economic analysis of the problems of individuals, firms, and industries. It includes such areas as price determination, forces of supply and demand, competition, monopoly, and profit maximization. Prerequisite: ECO 251 or permission of the instructor.

EDUCATION

EDU 100 INSTRUCTIONAL MEDIA 3 (2-2-0)
A study of the school media center, the course will include basic library techniques, operation and care of audiovisual equipment, proper use of and production of audiovisual materials.

EDU 101 TEACHER'S AIDE INTERNSHIP 1 (0-0-10)
Each student will work for three quarters in an Iredell County school as a teacher's aide, assisting teachers in actual classroom work. Interns may work either at the kindergarten, elementary, or junior high level, and will assist the teachers in clerical work and instruction, as well as spending some time in observing classroom instructional strategies.

EDU 102 TEACHER'S AIDE INTERNSHIP 1 (0-0-10)
A continuation of EDU 101.

EDU 103 TEACHER'S AIDE INTERNSHIP 1 (0-0-10)
A continuation of EDU 102.

EDU 261 INTRODUCTION TO EDUCATION 3 (3-0-0)
A survey of various phases of education and teaching. The course provides an introduction to the fundamental principles, techniques and procedures, objectives, and historical views in education. It is designed primarily for students entering the teaching profession.

ELECTRICITY

ELC 112 ELECTRICAL FUNDAMENTALS I 8 (5-6-0)
A qualitative study of units of measurement, electrical quantities, simple circuits, electromotive forces, current power, laws, basic electrical instruments and measurements, resistance, impedance and basic circuit components. Concepts taught are generally limited to fundamentals with very little emphasis placed on quantitative aspects. Laboratory work will

teach the proper use and care of basic hand tools and the basic manual skills used in working with electricity. Measurement techniques and safety practices will be stressed throughout.

ELC 113 ELECTRICAL FUNDAMENTALS II 6 (3-6-0)
A continuation of ELC 112. Introduction to magnetism, alternating current theory, sine wave analysis, inductance, capacitance, reactance, phase relationships, power and transformers. Prerequisite: ELC 112.

ELC 211 ELECTRICAL MACHINES I 4 (3-3-0)
Principles, construction, characteristics, applications and control of direct current motors and generators. A study of AC motors and generators and speed control. Introduction to single phase and three phase power distribution, transformers, wye and delta connections and power instrumentation. Prerequisites: ELC 112, ELC 113.

ELC 222 SOLID STATE CONTROLS 4 (3-3-0)
Introduction to static switching circuits and controls. Boolean algebra, static switching applications involving logic components, and design of control circuits. Dynamic controls involving solid state devices such as the transistor, integrated circuit, and digital readout. Minicomputers and their relationship to the control of machines and manufacturing processes will be studied. Prerequisite: ELN 219.

ELC-1001 AC AND DC FUNDAMENTALS 6 (3-0-9)
An introduction to the electrical structure of matter and sources of electricity, both A.C. and D.C. The student will learn how electricity is produced, controlled, measured and utilized. The design, analysis, and troubleshooting of basic electrical circuits will be emphasized.

ELC 1101 DIRECT CURRENT 5 (2-6-0)
A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series parallel circuits. An analysis of direct current circuits by Ohm's law and Kirchoff's law. A study of the sources of direct current voltage potentials.

ELC 1102 ALTERNATING CURRENT 5 (2-6-0)
A study of alternating current, voltage and resistance in series, parallel circuits, and series-parallel circuits. Fundamental concepts of alternating current, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

ELC 1103 AC & DC MACHINES 4 (2-0-6)
Provide fundamental concepts in single and polyphase alternating current, direct current, circuits, voltages, power measurements, transformers and motors. Instructions in the use of electric test instruments in circuit analysis. Prerequisite: ELC 1101 & 1102 or permission of instructor.

ELC 1104 DC & AC MACHINE CONTROLS 5 (3-0-6)
An introduction to the types of controls used in AC & DC Machines such as timers, relays, limit switches, push buttons, magnetic starters, sequencing switching, and the use of test instruments. Prerequisite: ELC 1101 & 1102 or permission of instructor

ELC 1124 RESIDENTIAL WIRING 8 (5-0-9)
Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.

ELC 1125 COMMERCIAL AND INDUSTRIAL WIRING 8 (5-0-9)
Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems. Prerequisite: ELC 1124 or permission of instructor.

ELECTRONIC DATA PROCESSING

EDP 101 LOGIC AND DECISION MAKING 3 (3-0-0)
An introductory course in programming logic. The study of re-evaluation of a problem through problem analysis, developing algorithms and flowcharting. Prerequisite: EDP 151, or taken concurrently with EDP 151, or permission of the instructor.

EDP 103 UTILITIES 3 (3-0-0)
An introductory to computer operational software. The student will be familiarized with the basic components and procedures of using an interactive system. Editor use and file copy will be given major emphasis. Prerequisite: EDP 151, EDP 101, or permission of the instructor.

EDP 104 ADVANCED UTILITIES 3 (3-0-0)
A continuation of EDP 103 with emphasis on disk file manipulation. Use of Tape as a backup. Screen formating and design. Prerequisite: EDP 103 or permission of instructor.

EDP 107 RPG II 4 (3-2-0)
An introduction to RPG II programming. The student will obtain experience in the use of the RPG II computer language for coding business computer applications. Prerequisite: EDP 101, EDP 151, taken concurrently with EDP 103, or permission of the instructor.

EDP 108 ADVANCED RPG II 4 (3-2-0)
A continuation of EDP 107 which includes an intensive study in coding and programming of the RPG computer language. Prerequisite: EDP 107 and EDP 103 or permission of instructor.

EDP 151 INTRODUCTION TO DATA PROCESSING 5 (5-0-0)
An introductory course designed to acquaint students with the overall field of data processing. It includes a historical review of data processing, basic terminology, fundamental concepts of data processing, job opportunities and requirements in the D.P. field. The laboratory exercises are devoted to familiarizing students with the basic data processing equipment. This course is designed for students majoring in areas other than data processing as well as data processing majors.

EDP 155 BASIC LANGUAGE PROGRAMMING 3 (2-2-0)
An introduction to digital computing techniques through the study of the BASIC language. Students learn the techniques of problem solving and program development. Concepts of microcomputer hardware and computer applications areas are introduced. Topics covered include: algorithms, flowcharting, commands, statements, built-in functions, arrays, and strings.

EDP 157 BASIC PROGRAMMING FOR BUSINESS..... 4 (3-2-0)
The student will gain experience in designing and writing a variety of programs covering important programming techniques applicable to the business environment. Emphasis will be placed on good program design and coding. With a firm foundation in program design, the student will be able to produce professional quality software. Prerequisite: EDP 103 or currently enrolled in EDP 103.

EDP 158 INTRODUCTION TO THE IBM PC WITH BASIC PROGRAMMING 4 (3-2-0)
This course familiarizes students with the IBM PC system hardware and its operation, and introduces them to the Personal Computers Disk Operating System (PC DOS). Basic programming will be studied for a fundamental understanding and appreciation of the terminology. Students will enter and run from the keyboard limited programs of their own design as well as programs given to them.

EDP 159 IBM SOFTWARE APPLICATIONS 4 (3-2-0)
This hands-on workshop oriented course is designed to familiarize participants with microcomputer operations using selected spreadsheet and database management system programs.

EDP 203 SYSTEMS ANALYSIS & DESIGN 3 (3-0-0)
A course in business systems analysis and design covering its scope, methods, and type of investigation, feasibility study, justifications for design of input, design of output, and storage of files. Prerequisites: EDP 107 or EDP 207 or permission of instructor.

EDP 204 ADVANCED SYSTEMS ANALYSIS & DESIGN 3 (3-0-0)
A continuation of EDP 203 with emphasis on design of system control, presentation to management, testing, debugging, and documentation of a business system. Prerequisite: EDP 203 or permission of instructor.

EDP 207 COBOL 4 (3-2-0)
This course is intended to introduce the student to programming computers for commercial and business applications using the COBOL language. The student will obtain experience in solving practical problems using this language. Prerequisites: EDP 151, EDP 101, and EDP 103 or permission of instructor.

EDP 208 ADVANCED COBOL..... 4 (3-2-0)
A continuation of EDP 207 which includes an intensive study in coding and programming complex business applications using the COBOL language. Prerequisites: EDP 207 or permission of instructor.

EDP 210 FINAL PROJECT 5 (2-6-0)
The student will select and design a computerized system and its resulting computer program utilizing the RPG or COBOL languages. Prerequisites: EDP 108, EDP 204, EDP 208 or permission of instructor.

ELECTRONICS

ELN 104 RADIO AND TELEVISION 8 (4-8-0)
A study of the principles of operation of black-and-white and color television. The use of block diagrams and schematic diagrams is covered in detail. A large portion of the time is spent troubleshooting sets in the lab. During this extensive troubleshooting, the proper use of test equipment is learned through signal injection, signal tracing, alignment, convergence, and taking voltage measurements. Also, special emphasis will be placed on covering electronic principles of radio and television servicing to prepare students to pass the Certified Electronics Technicians Exam. Prerequisite: ELN 122

ELN 121 ELECTRONICS I 5 (3-4-0)
A study of semiconductor fundamentals to include theory of operation and electrical characteristics of numerous semiconductor devices. Specific devices will include semiconductor signal and power diodes, zener diodes, tunnel diodes, varactor diodes, bipolar transistors, field effect transistors, thyristors, integrated circuits and optoelectronic devices. Prerequisite: ELC 112.

ELN 122 ELECTRONICS II 7 (4-6-0)
A continuation of Electronics I with special emphasis on the construction of amplifier circuits, circuit configurations, electrical characteristics and amplifier design procedure. Specific types of circuits will include: basic amplifiers, operational amplifiers, power supplies, oscillators, pulse circuits and modulation systems. Prerequisite: ELN 121.

ELN 202 ELECTRONIC COMMUNICATIONS SYSTEMS 7 (5-4-0)
A study of electronic communications systems to include: AM SSB, and FM transmitters and receivers. Specific areas of study will include: amplitude modulation techniques, frequency modulation, antennas, communications test equipment, and broadcast station requirements. Prerequisite: ELN 122.

ELN 203 MICROPROCESSORS 7 (4-6-0)
A study of microprocessors and microcomputers. Topics covered include: microcomputer basics, number systems and codes, computer arithmetic, introduction to programming, operation of microprocessors, and interfacing techniques. Prerequisite: ELN 219.

ELN 208 INDUSTRIAL ELECTRONICS 6 (5-2-0)
A study of industrial electrical control systems to include starting, stopping, reversing, and speed control for electrical motors. Industrial electronic switching components to include SCR's, UJT's, diacs, relays, and gate controlled circuitry will be covered. Also, transducers to include photocells, temperature sensing devices, pressure gauges, etc. Open and closed loop systems will be considered as well as numerical control. Prerequisite: ELN 122.

ELN 219 DIGITAL FUNDAMENTALS ..... 5 :3-4-0)
Emphasizes the study of combinational and sequential logic circuits using discrete and integrated components. Topics include: binary arithmetic, numbering systems, Boolean algebra, storing, timing, gating, and counting. Typical applications in industry will be presented. Prerequisite: ELN 122.

ELN 220 ELECTRONIC SYSTEMS 6 (4-4-0)
The course consists of a functional block diagram analysis of a number of digital computer systems. Emphasis is placed on the mini-micro computer variety currently being used in industry. The lab will provide practice in manipulating the hardware and software associated with such computers. Prerequisite: ELN 203.

ELN 246 ELECTRONICS DESIGN PROJECT 3 (1-4-0)
A laboratory class emphasizing independent research and design work by the student. The student will select a project in consultation with the instructor; perform the required research; compile data, formulate a theoretical model; and construct, test, and evaluate a working model of the selected project. Prerequisite: ELN 203.

ELN 1002 ELECTRONIC CIRCUITS 6 (3-0-9)
This course will introduce semiconductor devices and their use in simple circuits as switches, amplifiers, and waveform generators. Emphasis will be placed on interpretation of circuit diagrams and the use of electronic measuring instruments to locate defective components in these circuits. Prerequisite: ELC 1001 or permission of the instructor.

ELN 1003 INTRODUCTION TO ELECTRONIC SYSTEMS 6 (3-0-9)
An examination of various ways in which simple circuits are combined to perform more complex functions. Students will have an opportunity to analyze and troubleshoot a variety of audio, video, and control equipment. Prerequisite: ELN 1002 or permission of the instructor.

ELN 1004 INDUSTRIAL ELECTRONICS 6 (3-0-9)
The student learns the theory, design, application, and operation of Industrial Controls in factories, production facilities, and other industrial applications. Prerequisite: ELN 1003 or permission of the instructor.

ELN 1118 INDUSTRIAL ELECTRONICS 5 (3-0-6)
Basic theory, operating characteristics, and application of vacuum tubes such as diodes, triodes, tetrodes, pentrodes, power supplied using diodes, and other basic applications.

ELN 1119 INDUSTRIAL ELECTRONICS 5 (3-0-6)
Basic industrial electronic systems such as motor controls, magnetic amplifier controls, welding control systems using thyratron tubes and other basic types of systems commonly found in most industries. Prerequisite: ELN 1118 or permission of instructor.

ENGINEERING

EGR 151 INTRODUCTION TO GRAPHICS 3 (2-2-0)
The purpose of this course is to provide beginning instruction in the fundamentals of mechanical drawing and will provide the necessary skills for the future study of mechanical, architectural, engineering or other technical drafting disciplines.

EGR 152 ENGINEERING GRAPHICS 3 (2-2-0)
This course will be a continuation of EGR 151. Emphasis is placed on graphical analysis as a means for evaluating a design. Units of study include elements of descriptive geometry, advanced orthographic projection, sectional views, auxiliary views, revolutions, and developments and intersections.

ENGLISH

ENG 098 DEVELOPMENTAL ENGLISH 3 (1-4-0)
Designed for students who need a review of basic grammar and composition skills before entering English 101 or 151. Institutional credit only.

ENG 101 GRAMMAR I 3 (1-4-0)
A functional course designed to prepare technical students for day-to-day work experiences. Emphasis on grammar, vocabulary, and spelling.

ENG 102 COMPOSITION 3 (3-0-0)
This course is designed to serve as a transition between ENG 101 and ENG 103. It deals with paragraph and essay development, and reinforces skills—spelling, vocabulary, and grammar. It serves to briefly introduce the rudiments of report writing.

ENG 103 TECHNICAL WRITING 3 (3-0-0)
A continuation of functional English with an emphasis on the formats of various types of written reports, graphics, and the techniques of planning and organizing the long formal report. Prerequisite: ENG 102.

ENG 151 COMPOSITION I 3 (1-4-0)
A course in expository writing designed to develop purpose and organization. Emphasis on topic sentence, paragraph patterns, outline, expository essay and research paper. Study of library skills. Study of models. Review of grammar and spelling.

ENG 152 COMPOSITION II 3 (3-0-0)
Continuation of ENG 151. Essay patterns. Research techniques. Short literary papers. Study of short fiction. Prerequisite: ENG 151.

ENG 153 COMPOSITION III 3 (3-0-0)
Continuation of ENG 152. Literary essays using primary sources. Study of poetry and drama. Prerequisite: ENG 152.

ENG 261 MAJOR BRITISH WRITERS 5 (5-0-0)
A literary and historical study of Chaucer, Shakespeare, and Milton with related writing assignments. Prerequisite: ENG 153.

ENG 265 ENGLISH LITERATURE 5 (5-0-0)
A survey of selected 19th and 20th century British authors with collateral readings from each period studied. Prerequisite: ENG 153.

ENG 271 AMERICAN LITERATURE I 3 (3-0-0)
A critical and historical survey of American literature from the Colonial period through the early Romantics. Prerequisite: ENG 153.

ENG 272 AMERICAN LITERATURE II 3 (3-0-0)
A continuation of the survey of American literature from the Romantics through the Realists. Prerequisite: ENG 153.

ENG 273 AMERICAN LITERATURE III 3 (3-0-0)
A continuation of the survey of American literature from the rise of Naturalism to the present time. Prerequisite: ENG 153.

ENG 1102 COMMUNICATION SKILLS 3 (3-0-0)
Designed to promote effective communication through correct language usage in speaking and writing.

FRENCH

FRE 151 ELEMENTARY FRENCH I 5 (5-0-0)
A beginning course for students who have never studied French. Much oral work, drill in grammatical principles, written composition, conversation, dictation, and pronunciation are stressed. French 151 and 152 are equivalent to two years of high school French. Senior colleges which require two years of a foreign language for admission normally accept these two courses for entrance credit or for six semester hours elective credit.

FRE 152 ELEMENTARY FRENCH II 5 (5-0-0)
A continuation of FRE 151. Prerequisite: One year of high school French or FRE 151.

FRE 251 INTERMEDIATE FRENCH I 5 (5-0-0)
A review of grammatical principles, composition, dictation, conversation, and reading. Knowledge of French culture is encouraged through projects and reports. Prerequisite: Two years of high school French or FRE 152.

FRE 252 INTERMEDIATE FRENCH II 5 (5-0-0)
A continuation of FRE 251. This is a study of selective readings from short stories and poetry. A major literary paper and oral report are required. Prerequisite: FRE 251.

FRE 261 FRENCH LITERATURE I 5 (5-0-0)
A survey of selective literature from the Middle Ages through the 18th Century with related writing assignments. Extensive reading, lectures, and reports in French are required. Prerequisite: FRE 252.

FRE 262 FRENCH LITERATURE II 5 (5-0-0)
A survey of selective literature from the 19th and 20th centuries, with related writing assignments. Prerequisite: FRE 252.

GEOGRAPHY

GEO 261 PHYSICAL GEOGRAPHY 5 (5-0-0)
The earth's astronomical relations, factors of weather and climate, and physical features.

GEO 262 WORLD REGIONS AND ECONOMIC GEOGRAPHY.. 5 (5-0-0)
Relations of human activities to the larger geographic regions of the world. Geographic factors involved in production, distribution, consumption, and conservation of the major crops, minerals and industries of the world.

HEALTH EDUCATION

HEA 251 FIRST AID AND SAFETY 3 (3-0-0)
Principles and practices as applied to emergency first aid, safety in the home, school and community.

HEA 252 PERSONAL HEALTH 3 (3-0-0)
The basic biologic and social concepts dealing with individual hygiene, disease, nutrition, mental health, heredity, and family hygiene.

HEA 253 COMMUNITY HEALTH 3 (3-0-0)
The basic principles and problems of contemporary community health and school hygiene are investigated. Topics include health education, recognition, evaluation and prevention of today's health problems, and trends in health.

HISTORY

HIS 151 HISTORY OF WESTERN CIVILIZATION I 5 (5-0-0)
An eclectic approach to the history of Western Civilization from prehistoric times through the civilization of Egypt, Mesopotamia, Greece, Rome, and Medieval Europe to about 1650. The course is designed to prepare the student for life in the world community by providing him a knowledge of those events of the past which have shaped the present and will influence the future.

HIS 152 HISTORY OF WESTERN CIVILIZATION II 5 (5-0-0)
A continuation of History of Western Civilization (151) covering the period from 1650 to the present. The course is designed to afford the student an opportunity to examine the major historical forces which have shaped the political, intellectual, material, and cultural setting of the present.

HIS 161 NORTH CAROLINA HISTORY 5 (5-0-0)
A survey of the history of North Carolina from the Colonial Era to the present with emphasis on development since the Civil War.

HIS 251 U.S. HISTORY I 5 (5-0-0)
The backgrounds of history, settlement, constitutional development, and union, along with manifest destiny and developing sectionalism. The course covers the period through 1865.

HIS 252 U.S. HISTORY II 5 (5-0-0)
Course covers Reconstruction, the progressive movement, World War I, and American history to the present. The student will become more aware of his nation as a part of the world community through this course.

HIS 261 NINETEENTH CENTURY EUROPE 3 (3-0-0)
An in-depth survey of European history from 1815 to 1914. A cause and effect approach is used to trace the growth of nationalism and liberalism, the development of socialism, and the imperalism which brought turbulence throughout much of the century and eventually triggered World War I.

HIS 271 TWENTIETH CENTURY EUROPEAN HISTORY 3 (3-0-0)
A consideration of the history of twentieth century Europe, beginning with the background of World War I, the political innovations between wars, World War II and its aftermath, and the significant political, social and cultural events which shaped the present. In addition to a factual examination, the student will relate historical events with his own situation.

HIS 272 CIVIL WAR AND RECONSTRUCTION 3 (3-0-0)
A study of the American people during the crisis of the war and post-war periods with emphasis on the causes of the war, the national and international impact, and the political, economic and social aspects of the Reconstruction.

HIS 273 TWENTIETH CENTURY U. S. HISTORY 3 (3-0-0)
A history of the United States from 1932 to the present. Special emphasis is given to the changing political, economic and intellectual aspects of American democracy from the New Deal to the present.

INDUSTRIAL SAFETY

ISC 1101 INDUSTRIAL SAFETY 3 (3-0-0)
A study of the overall picture of the accident toll for the nation's population. It is designed to establish safe work habits in performing the occupation. Principles of accident prevention, injury sources and causes, accident costs, job safety analysis, accident investigation, methods of promoting safe practice, safety education and training, first aid, lifting—manually and mechanically, and fire prevention and protection are some of the topics discussed.

MATHEMATICS

MAT 096 DEVELOPMENTAL MATHEMATICS 8 (1-4-0)
Designed for students who need a review of the basics before taking MAT 151. Topics include expressing numbers, whole numbers, number theory, fractions, decimals, ratio and proportion, and percentages. Institutional credit only.

MAT 121 TECHNICAL MATHEMATICS I 5 (5-0-0)
This course is a study of basic algebra and its application to electronics theory. The course is designed for students in the Electronics Engineering Technology program. Topics include operations on algebraic numbers, exponents and radicals, metric prefixes, equations, factoring and fractions quadratic equations, and applications to electrical circuits. Students are introduced to the usage of electronic calculators to solve for a variety of electrical math problems and formulas.

MAT 122 TECHNICAL MATHEMATICS II 5 (5-0-0)
This course is designed for the Electronics Engineering Technology program. The course is a study of trigonometric functions and their applications to alternating currents. Topics include solutions of triangles and vector problems, periodic functions, phasor algebra, and alternating currents in series and parallel circuits. Prerequisite: MAT 121 or equivalent.

MAT 123 TECHNICAL MATHEMATICS III 5 (5-0-0)
An introduction to the basic concepts of differential and integral calculus with applications to electronic circuits. Topics include functions, rates, derivatives, maxima and minima, integrals, and integration techniques. Prerequisite: MAT 122 or equivalent.

MAT 151 FUNDAMENTALS OF MATHEMATICS 5 (5-0-0)
Designed to give insight into the nature and structure of mathematics.

Topics include a study of sets of numbers, properties of real numbers, polynomials, equations, inequalities, and graphs. Structured for liberal arts majors.

MAT 161 COLLEGE ALGEBRA 5 (5-0-0)
A modern approach to college algebra with emphasis on the logical structure of this discipline. Topics include numbers, sets, functions, graphs, equations, inequalities, matrices and determinants, the binomial theorem, and theory of equations.

MAT 162 TRIGONOMETRY 5 (5-0-0)
A continuation of MAT 161. Topics include those found in a traditional trigonometry course, with major emphasis on the analytical, rather than the numerical approach.

MAT 171 INTRODUCTORY STATISTICS 5 (5-0-0)
The course will include distributions, computation of averages and measures of dispersion, probability distributions, elements of sampling, correlation, prediction, tests of hypothesis. Offered on demand. Prerequisite: MAT 161 or 151.

MAT 191 CONCEPTS AND TECHNIQUES OF CALCULUS 5 (5-0-0)
A brief treatment of basic concepts of differential and integral calculus with applications to business, economics and the social and life sciences; polynomial, exponential and logarithmic functions. Prerequisite: MAT 161 or permission of instructor.

MAT 251 CALCULUS I 5 (5-0-0)
This beginning course in calculus offers a review of analytical geometry and is a study of the derivative, its inverse, theorems, and applications. Special attention is placed on the ideas of limits and continuity. This course is designed for mathematics, science, or engineering majors. Prerequisite: MAT 161 or three years of high school mathematics.

MAT 252 CALCULUS II 5 (5-0-0)
A continuation of MAT 251. Includes integration and its applications, conic sections, limits and continuity. Prerequisite: MAT 251.

MAT 253 CALCULUS III 5 (5-0-0)
A continuation of MAT 252. The course includes exponential and logarithmic integration and differentiation, parametric equations, polar coordinates, methods of integration and further applications of the integral. Prerequisite: MAT 252.

MAT 1101 TRADE MATHEMATICS I 3 (3-0-0)
Practical number theory is the basis for this course. Analysis of basic operations; addition, subtraction, multiplication, and division are included. Other topics studied are fractions, decimals, powers and roots, percentages, ratio and proportion. Some work with solid and plane geometric futures is undertaken as well; specifically, determinations of volume and surface areas. Extensive practice is required. The student is also exposed to basic algebra.

MAT 1102 TRADE MATHEMATICS II 3 (3-0-0)
A presentation of basic concepts and operations of algebra; algebraic operations; addition, subtraction, multiplication, and division; fractions, letter representation, grouping, factoring, ratio and proportion, graphical

and algebraic solution of first degree equations; solution of simultaneous equations by addition and subtraction; substitution, graphing exponents, logarithms, tables and interpolation, and slide rule. Prerequisite: MAT 1101 or permission of instructor.

MAT 1103 TRADE MATHEMATICS III 3 (3-0-0)
A course which includes practical applications of trigonometry. Major topics studied are determination of area, volume, and perimeter for regular figures, application of formulas to calculate the radius of an inscribed and circumscribed circle, conversion between different units of area and volume, use of the calculator, solving triangles by trigonometric relationships, and graphing of trigonometric functions. Prerequisite MAT 1102 or permission of instructor.

MAT 1104 BASIC MATHEMATICS 3 (3-0-0)
A study of basic concepts of mathematics including addition, subtraction, multiplication, and division of numbers. Fractions, decimals, and percentages also will be studied.

MAT 1115 ELECTRICAL MATHEMATICS..... 5 (5-0-0)
An introductory algebra course with vectors needed in alternating current. Algebraic operations of addition, subtraction, multiplication, and division; use of letters and signs, grouping, factoring, exponents, ratios, algebraic and graphic solutions of equations, introduction to graphs, right triangles and vectors.

MACHINIST

MEC 1101 MACHINE SHOP THEORY 4 (2-0-6)
An introduction to the machinist trade and the potential it holds for the craftsman. Deals primarily with the identification, care and use of basic hand tools and precision measuring tools.

MEC 1102 LAYOUT PROCEDURES AND PROCESSES 4 (2-0-6)
Deals with elementary layout procedure and processes of the power cut-off saw, band saw, drill presses, milling machine, lathe, and off hand grinding. These procedures will be dealt with in both theory and practice. Prerequisite: MEC 1101 or permission of instructor. May be taken concurrently with MEC 1101.

MEC 1103 MACHINE SETUP AND OPERATION 4 (2-0-6)
Advanced operations and procedures, surface grinding, milling machines, and lathes will be taught in this course. The students will also be doing projects showing proper setup and machine operations. Prerequisite: MEC 1101 or permission of instructor.

MEC 1104 CYLINDRICAL CUTTING AND GRINDING..... 4 (2-0-6)
Students will be introduced to the operations involved in cylindrical, cutter, and internal cylindrical grinding. Projects will be selected encompassing proper setups and machine operations. Prerequisite: MEC 1101 or permission of instructor.

MEC 1105 ENGINE LATHE TURNING, BORING AND THREADING.....4 (2-0-6)
Advanced work on engine lathe, turning, boring, and threading will be dealt with in this course. The student will be introduced to basic

indexing and terminology with additional processing on calculating, cutting and measuring of spur, helical, and worm gears and wheels. Prerequisite: MEC 1101 or permission of instructor.

MEC 1106 TURRET LATHE AND CUTTER OPERATIONS 4 (2-0-6)
The trainee will use precision tools and measuring instruments such as the vernier height gauge, protractors, comparators, etc. Basic exercises will be given on the turret lathe and on the tool and cutter grinder. Prerequisite: MEC 1101 or permission of instructor.

MEC 1107 FINAL ASSEMBLY AND INSPECTION 4 (2-0-6)
Development of class projects using previously learned procedures including blueprint reading, machine operations, final assembly and inspection. Additional practice on various hope equipment. Prerequisite: MEC 1101 or permission of instructor.

MEC 1108 MACHINE SHOP PRACTICE..... 4 (2-0-6)
Special procedures and operations on shop equipment, observing safety procedures faithfully and establishing of good work habits and attitudes acceptable to industry. Prerequisites: MEC 1101 or permission of instructor.

MEC 1110 MACHINE PROCESSES I 3 (2-0-3)
An introduction to basic machine operations in relation to manufacturing processes and drafting. Deals primarily with the identification, care and use of basic hand tools and precision—measuring instruments. Elementary layout procedures and processes of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice. Safety in the shop is stressed.

MEC 1111 MACHINE PROCESSES II..... 3 (2-0-3)
Advanced operations in layout tools and procedures, lathe, power saw, drill press, surface grinder, milling machine shaper. The student will complete selected projects encompassing all the operations, tools, and procedures thus far used and those to be stressed throughout the course. Prerequisite: MEC 1110 or permission of instructor.

MEC 1115 PHYSICAL METALLURGY 3 (2-0-3)
Investigates the physical properties and characteristics of various ferrous metals and non-ferrous metals and their alloys and methods used to change those properties and characteristics to better serve industrial purposes. Instruction will include methods of changing physical characteristics and properties, methods of production, methods of shaping and forming, heat and surface treatments, and classification of ferrous and nonferrous metals. Prerequisite: PHY 1101 or permission of instructor.

MEC 1120 DUCT CONSTRUCTION AND MAINTENANCE 2 (1-0-3)
Study of various duct materials including sheet steel, aluminum, and fiber glass. Safety, sheet metal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods, and development of duct systems. The student will service various duct systems and perform on-the-site repairs including ducts made of fiber glass. A study is made of duct fittings, dampers and regulators, diffusers, heater and air washers, fans, insulation and ventilating hoods. Prerequisite: DFT 1110, AHR 1123.

MEC 1121 NUMERICAL CONTROL THEORY 2 (1-2-0)
An introduction to numerical control. Demonstrations by the instructor of the various pieces of numerical control machinery and peripheral equipment in the machine shop, pointing out various controls and operating procedures including safety instructions. Students will program, set up, and operate the various shop numerical control equipment while working on projects. Prerequisite: MEC 1101, MAT 1103.

MEC 1122 NUMERICAL CONTROL PRACTICE 2 (1-2-0)
An advanced course in numerical controls. Students will program, set up, and operate the various pieces of numerical controls equipment in the machine shop while working on projects. Prerequisite: MEC 1121.

MEC 1126 HEAT TREATMENT 4 (2-0-6)
Working knowledge of the methods of treating ferrous and non-ferrous metals. The effects of hardening, tempering, and annealing upon the structure and physical properties of metals. Trainees will be given the opportunity to acquaint themselves with the equipment and processes of heat training.

MEC 1133 MECHANICAL MAINTENANCE 4 (2-0-6)
To acquaint the student with the basic fundamentals of installation, maintenance and repair of machines. Miscellaneous electrical, mechanical, hydraulic, pneumatic, and lubrication devices are installed and maintained. Methods of rigging and machine installation, including location, leveling and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness, and correct center line distances are stressed for pre-start inspection. Prerequisite: MEC 1101, DFT 1104, DFT 1113.

MEC 1140 HYDRAULICS—FUNDAMENTALS 3 (3-0-0)
This course is arranged to give the student a general knowledge of the basic components of hydraulic systems, as well as a general understanding of the basic laws and formulas used in simple hydraulic calculations. Topics included are: the use of standard hydraulic symbols, pumps, control valves, control assemblies, actuators, and basic maintenance procedures.

MUSIC

MUS 149 INTRODUCTION TO SIGHT SINGING 2 (2-0-0)
This course is designed for pre-music majors or other interested persons with little or no background in sight reading music. Solfege or moveable "do" is used to study the melodic and rhythmic elements of music using different keys, tempos and meters. Initially, emphasis is placed on scalewise passages and triads but gradually progresses to more difficult melodies.

MUS 150 INTRODUCTION TO MUSIC THEORY 3 (3-0-0)
This course is designed for pre-music majors with little or no music theory background or non-music majors. Topics included are staff, notes, octave placement, clefs, scales (major and minor), rhythm, rhythmic notation, and meter signatures.

MUS 151 MUSIC THEORY I 3 (3-0-0)
A coordinated course combining the study of notation, clefs, modes, scales, intervals, and triads. Must be taken concurrently with Music 154.

MUS 152 MUSIC THEORY II 3 (3-0-0)
A continuation of MUS 151 with the following additions: principles of part writing, elementary survey of music literature for form and analysis. Must be taken concurrently with MUS 155. Prerequisite: MUS 151.

MUS 153 MUSIC THEORY III 3 (3-0-0)
A continuation of MUS 152 with the following additions: introduction of seventh chords and the study of non-harmonic tones. Must be taken concurrently with MUS 156. Prerequisite: MUS 152.

MUS 154 SIGHT-SINGING AND DICTATION I 2 (2-0-0)
The study of melodic and rhythmic elements of music using the moveable "do." Rhythmic and melodic dictation involving scale, and major and minor intervals. Emphasis on hearing mentally what is seen. Must be taken concurrently with MUS 151.

MUS 155 SIGHT-SINGING AND DICTATION II 2 (2-0-0)
A continuation of MUS 154. Must be taken concurrently with MUS 152. Prerequisite: MUS 154.

MUS 156 SIGHT-SINGING AND DICTATION III 2 (2-0-0)
A continuation of MUS 155. Must be taken concurrently with MUS 153. Prerequisite: MUS 155.

MUS 160 CHOIR I 1 (0-5-0)
The choir offers extensive training in choral technique, part singing, and interpretation. At various times during the year concerts and other programs are presented in the Statesville area: at Mitchell, in churches, and in high schools, according to ability and progress of the group, as determined by the director. Each prospective member must be auditioned and approved by the director.

MUS 161 CHOIR II 1 (0-5-0)
A continuation of MUS 160.

MUS 162 CHOIR III 1 (0-5-0)
A continuation of MUS 161.

*MUS 170 PIANO I LESSON ..... 1 to 3 hours
Major scales and arpeggios. Keyboard harmony with the principal triads. The music literature will include works from the Renaissance, Baroque, Classical, Romantic, and 20th Century eras. Music majors only.

MUS 170 PIANO CLASS I 1 (1-0-0)
Learning to read and keep time with five degree pattern in major and minor. Three principal triads. Major scales, Ensemble pieces. Open to all students.

*MUS 171 PIANO II LESSON ..... 1 to 3 hours
A continuation of MUS 170 with the addition of the minor scales. The dominant seventh chord with its inversions. Prerequisite: MUS 170. Music majors only.

MUS 171 PIANO CLASS II 1 (1-0-0)
Minor scales. Triads in inversions. Sight reading studies. Ensemble pieces. Playing in compound meter. Folk and popular music using chord symbols. Prerequisite: MUS 170 Piano Class. Open to all students.

*MUS 172 PIANO III LESSON .....1 to 3 hours
A continuation of MUS 171 with the addition of the diminished seventh chord and its inversions. prerequisite: MUS 171. Music majors only.

MUS 172 PIANO CLASS III 1 (1-0-0)
Arpeggios. Damper Pedal. Chromatic scale. Literature from Baroque, Classical, and Romantic. Prerequisite: MUS 171 Piano Class. Open to all students.

*MUS 173 VOICE I LESSON .....1 to 3 hours
Emphasis upon voice production, studies in scales, arpeggios, phrasing, vowel, and consonant formations with coordinated breath support. Repertoire consisting of early Italian material, art songs, folk songs, sacred material and a study of vocal material from each period in Music History. Participation in choir and recitals is required of all voice students unless exempted because of hardship.

MUS 173 VOICE CLASS I 1 (1-0-0)
Emphasis upon voice production, studies in scales, arpeggios, phrasing, vowel, and consonant formations with coordinated breath support. Songs will vary according to individual and group needs.

*MUS 174 VOICE II LESSON .....1 to 3 hours
A continuation of MUS 173 Lesson. Prerequisite: MUS 173.

MUS 174 VOICE CLASS II..... 1 (1-0-0)
A continuation of Voice Class 173. Prerequisite: MUS 173.

*MUS 175 VOICE III LESSON .....1 to 3 hours
A continuation of MUS 174 Lesson. Prerequisite: MUS 174.

MUS 175 VOICE CLASS III..... 1 (1-0-0)
A continuation of Voice Class 174. Prerequisite: MUS 174.

*MUS 176 ORGAN LESSON.....1 to 3 hours
Manual and pedal exercises; fundamentals of voice-leading; trios; chorale preludes; easier Romantic and contemporary pieces; hymn playing. Participation in choir and recitals is required of all organ students unless exempted because of hardship.

MUS 176 ORGAN CLASS I..... 1 (1-0-0)
Manual and pedal exercises; fundamentals of voice-leading; hymn playing. Other music pieces will be used according to individual and class needs.

*MUS 177 ORGAN II LESSON .....1 to 3 hours
A continuation of MUS 176 Lesson. Prerequisite: MUS 176.

MUS 177 ORGAN CLASS II..... 1 (1-0-0)
A continuation of Organ Class 176. Prerequisite: MUS 176.

*MUS 178 ORGAN III LESSON .....1 to 3 hours
A continuation of MUS 177 Lesson. Prerequisite: MUS 177.

MUS 178 ORGAN CLASS III..... 1 (1-0-0)
A continuation of Organ Class 177. Prerequisite: MUS 177.

*MUS 179 STRINGS I .....1 to 3 hours
Emphasis on tone production, bow control, scales, arpeggios, etudes (Waefort). Easier violin music.

*MUS 180 STRINGS II .....1 to 3 hours
A continuation of MUS 179. Prerequisite: MUS 179.

*MUS 181 STRINGS III.....1 to 3 hours
A continuation of MUS 180. Prerequisite: MUS 180.

MUS 182 CONDUCTING 2 (1-2-0)
The elements of choral conducting, designed primarily for prospective choir directors. Must be elected simultaneously with choir. Prerequisite: MUS 151.

MUS 188 BAND ENSEMBLE 1 (0-3-0)
Group experience offered in wind instruments, playing classical, pep, and jazz music. The Band plays for programs, home basketball games, and civic groups.

MUS 189 BAND ENSEMBLE 1 (0-3-0)
A continuation of MUS 188.

MUS 190 BAND ENSEMBLE 1 (0-3-0)
A continuation of MUS 189.

MUS 191 BRASS CLASS I..... 1 (1-0-0)
Emphasis placed on proper breath control, embouchure, and position, as well as good tone production and intonation. Materials and literature will be chosen on the basis of individual and class needs.

MUS 192 BRASS CLASS II..... 1 (1-0-0)
A continuation of Brass Class 191. Prerequisite: MUS 191.

MUS 193 BRASS CLASS III 1 (1-0-0)
A continuation of Brass Class 192. Prerequisite: MUS 192.

MUS 251 MUSIC THEORY IV 3 (3-0-0)
Tonality and modality. The Dominant Seventh Chord and the Secondary Dominant Chord. Modulation. Must be taken concurrently with MUS 254. Prerequisite: MUS 153.

MUS 252 MUSIC THEORY V 3 (3-0-0)
A continuation of MUS 251 with the Dominant Ninth Chord. The study of Diminished Seventh Chord, and the Neapolitan Sixth Chord. Must be taken concurrently with MUS 255. Prerequisite: MUS 251.

MUS 253 MUSIC THEORY VI 3 (3-0-0)
A continuation of MUS 252 with the addition of nondominant seventh chord, the Italian, French, and German Sixth Chords, the Ninth, Eleventh, and Thirteenth chords. Must be taken concurrently with MUS 256. Prerequisite: MUS 252.

MUS 254 SIGHT-SINGING AND DICTATION IV 2 (2-0-0)
A continuation of the study of melodic and rhythmic elements in music along with harmonic dictation, using altered chords, modulation, and non-harmonic tones. Must be taken concurrently with MUS 251. Prerequisite: MUS 156.

MUS 255 SIGHT-SINGING AND DICTATION V 2 (2-0-0)
A continuation of MUS 254. Prerequisite: MUS 254. Must be taken concurrently with MUS 252.

MUS 256 SIGHT-SINGING AND DICTATION VI 2 (2-0-0)
A continuation of MUS 255. Prerequisite: MUS 255. Must be taken concurrently with MUS 253.

MUS 260 CHOIR IV 1 (0-4-0)
Same as MUS 160.

MUS 261 CHOIR V 1 (0-4-0)
A continuation of MUS 260.

MUS 262 CHOIR VI 1 (0-4-0)
A continuation of MUS 261.

*MUS 270 PIANO IV .....1 to 3 hours
All technical exercises in rhythms. Preludes and Fugues by Bach, or French Suites, Mozart or Betthoven Sonatas or Concertos. Other literature will include works of Schumann, Chopin, and Brahms. Participation in choir and recitals is required unless exempted because of hardship. Each student at this level who is a piano major is required to participate in Sophomore recital. Prerequisite: MUS 172.

*MUS 271 PIANO V .....1 to 3 hours
A continuation of MUS 270. Prerequisite: MUS 270.

*MUS 272 PIANO VI .....1 to 3 hours
A continuation of MUS 271. Prerequisite: MUS 271.

*MUS 273 VOICE IV .....1 to 3 hours
A more detailed study of voice. A continued study of the scales, arpeggios, diction, and phrasing, but in more progressive studies. Repertoire consisting of English, Italian, French and German songs. Study in oratorio and opera. Each student at this level who is a voice major is required to participate in Sophomore recital. All voice students must participate in choir unless exempted because of hardship. Prerequisite: MUS 175.

*MUS 274 VOICE V .....1 to 3 hours
A continuation of MUS 273. Prerequisite: MUS 273.

*MUS 275 VOICE VI .....1 to 3 hours
A continuation of MUS 274. Prerequisite: MUS 274.

*MUS 276 ORGAN IV .....1 to 3 hours
Easy to moderately difficult works of Bach, including the "Little Organ Book," representative works of similar difficulty from Baroque, Romantic, and contemporary literature; further study of hymn and service playing. Participation in choir and recitals is required unless exempted because of hardship. Each student at this level who is an organ major is required to participate in Sophomore recital. Prerequisite: MUS 178.

*MUS 277 ORGAN V .....1 to 3 hours
A continuation of MUS 276. Prerequisite: MUS 276.

*MUS 278 ORGAN VI .....1 to 3 hours
A continuation of MUS 277. Prerequisite: MUS 277.

*MUS 279 STRINGS IV .....1 to 3 hours
A continuation of MUS 181. Prerequisite: MUS 181.

*MUS 280 STRINGS V .....1 to 3 hours
A continuation of MUS 279. Prerequisite: MUS 279.

*MUS 281 STRINGS VI .....1 to 3 hours
A continuation of MUS 280. Prerequisite: MUS 280.

MUS 285 MUSIC APPRECIATION I 3 (3-0-0)
Stressed is the listening of music, including its elements, styles, and a brief survey of music history of the Middle Ages, Renaissance, and

Early Baroque. Open to all students.

MUS 286 MUSIC APPRECIATION II 3 (3-0-0)
A continuation of MUS 285 with the addition of a brief historical survey of the Late Baroque, Classical, and Early Romantic eras.

MUS 287 MUSIC APPRECIATION III 3 (3-0-0)
A continuation of MUS 286 with the addition of a brief historical survey of the Late Romantic, Post-Romantic, and Twentieth Century eras.

MUS 288 BAND ENSEMBLE 1 (0-3-0)
Same as MUS 188.

MUS 289 BAND ENSEMBLE 1 (0-3-0)
A continuation of MUS 288.

MUS 290 BAND ENSEMBLE 1 (0-3-0)
A continuation of MUS 289.

MUS 291 BRASS AND WOODWIND INSTRUMENTS ....1 to 3 hours
A more intensive study of proper instrument technique and appropriate materials and literature. Prerequisite: MUS 193.

MUS 292 BRASS AND WOODWIND INSTRUMENTS ....1 to 3 hours
A continuation of MUS 291. Prerequisite: MUS 291.

MUS 293 BRASS AND WOODWIND INSTRUMENTS ....1 to 3 hours
A continuation of MUS 292. Prerequisite: MUS 292.

*Private lessons are open to full-time students only, with first preference given to music majors. Classes are designed for students who are not music majors. Lessons are on a one-half hour to one-credit hour ratio.

NURSING

NUR 101 FUNDAMENTALS OF NURSING 8 (5-2-6)
This course acquaints the student with basic nursing theory and skills with an overall emphasis in meeting patient needs through the life span. The student is introduced to each of the major concepts in the conceptual framework of the program. The nursing process, man's basic needs and body systems are the primary concepts. Developmental theories throughout the life span, communication skills, stress-adaptation theory, the health-illness continuum, and the nurse's role are all introduced as basic concepts utilized in nursing care. Provisions are made for the application of classroom knowledge and skills in an on-campus laboratory and in the hospital setting. The student is expected to develop a beginning confidence in the performance of skills utilizing appropriate techniques.

NUR 111 MEDICAL/SURGICAL NURSING I 12 (7-2-12)
This course emphasizes the use of communication skills and the nursing process in helping patients meet their basic needs and cope with the stresses of surgery, integumentary, musculoskeletal, and gastrointestinal disorders throughout the life span with a concentration on disorders of the adult. Clinical experience is integrated with theory to give students the opportunity to achieve increased skills in the performance of selected nursing procedures. The use of the nursing process is stressed in the clinical area. Clinical activities are designed to reinforce classroom learning. Prerequisites: PSY 151, BIO 252, NUR 101.

NUR 112 MEDICAL/SURGICAL NURSING II 10 (6-0-12)
This course emphasizes the use of communication skills and the nursing process in helping patients meet their basic needs and cope with the stresses of cardiovascular, fluid/electrolyte balance, respiratory, endocrine and reproductive disorders throughout the life span with a concentration on disorders of the adult. Clinical experience is integrated with theory to give students the opportunity to achieve increased skills in the performance of selected nursing procedures. The use of the nursing process is stressed in the clinical area. Clinical activities are designed to reinforce classroom learning. Prerequisite: NUR 111, BIO 253.

NUR 113 MEDICAL/SURGICAL NURSING III 10 (6-0-12)
This course emphasizes the use of communication skills and the nursing process in helping patients meet their basic needs and cope with the stresses of neurological and renal disorders throughout the life span with a concentration on disorders of the adult. In addition, the course stresses the specialized needs of the oncological and critically ill patient. Clinical experience is integrated with theory to give students the opportunity to achieve increased skills in the performance of selected nursing procedures. The use of the nursing process is stressed in the clinical area. Clinical activities are designed to reinforce classroom learning. Prerequisites: NUR 112, BIO 254.

NUR 212 PEDIATRIC NURSING..... 10 (6-0-12)
This course is designed to present content relevant to the nursing care of children with major health problems. The various topics are organized to show how the nursing process is used to meet the needs of children from infancy through adolescence. Prerequisites: PSY 262, NUR 113 and BIO 255.

NUR 213 OBSTETRICAL NURSING 10 (6-0-12)
This course is designed to present content relevant to the nursing needs and care of childbearing families. The various topics are organized to show how the nursing process can be used to meet the needs of patients from conception through the newborn period. Prerequisites: BIO 255, NUR 113 and PSY 262.

NUR 214 PSYCHIATRIC NURSING 7 (4-0-9)
The course deals with the role of the nurse in the care of the emotionally disturbed individual who may or may not be confined to a hospital at some point in his illness. The concept of stress as a factor in mental health is recognized and the difficulties that are experienced by various age groups are explored. A variety of treatment modalities and approaches are examined. The theories of personality development as taught by the social sciences are reviewed and utilized. The history of the management of care for individuals with emotional problems is covered as well as current trends in delivery of care and legal aspects of psychiatry. Prerequisites: NUR 113, 212 and 213; PSY 264.

NUR 215 LEADERSHIP AND TRENDS IN NURSING..... 6 (3-0-9)
The course emphasizes the leadership role of the registered nurse. Current trends, transitional concerns and the need for continuing education are emphasized. Ethics, accountability, and legal aspects of

practice are discussed. Transition to the role of the graduate is stressed. Prerequisites: NUR 113, 212 and 213.

NUTRITION

NUT 151 NUTRITION 3 (3-0-0)

Development of understanding of the basic concepts of normal nutrition and how these interrelate to meet the needs of normal individuals throughout the life span. An appreciation of how illness affects the nutritional needs of the body and the basic principles related to dietary treatment of various common disorders.

ORIENTATION

ORI 150 COLLEGE ORIENTATION 1 (0-2-0)

College Orientation will emphasize study skills: taking effective notes, reading and marking textbooks, and studying for and taking examinations. Supportive skills (concentration and retention), college forms and procedures, and time management will be covered also.

PHILOSOPHY

PHI 151 INTRODUCTION TO ETHICAL DECISION MAKING.. 3 (3-0-0)

This course will have two major parts to it. Approximately one-third of the course will be devoted to a quick survey of various philosophical approaches to ethical decision making. The remaining two-thirds of the quarter will be devoted to a study of contemporary philosophical issues. The purpose of the course is to enable the student to see and understand the dimensions of ethical discourse and thereby make rational ethical decisions.

PHOTOGRAPHY

PHO 1135 PHOTOGRAPHY FOR PRINTERS 4 (2-0-6)

A beginning course in photography for printing students. Areas included are operation of a camera, developing film, printing pictures by contact and projection, and methods of lighting.

PHYSICAL EDUCATION

Each physical activity course may be repeated as often as the student desires, but the same physical activity course will be counted only twice for graduation.

The physical education program of activity course has been designed to give the student knowledge of a program to carry with him when he leaves school and to aid in his physical conditioning while he is in school. For these reasons, credit by examination may not be given for activity courses.

The College does not provide transportation to any off-campus Physical Education activity.

PED 150. ARCHERY 1 (0-2-0)

A course designed to teach the student the fundamental skills of the target bow and arrow.

PED 151 BADMINTON 1 (0-2-0)
A course designed to teach the student the rules, regulations and fundamental skills of badminton.

PED 152 BALLET AND MODERN DANCE 1 (0-2-0)
An introduction to the fundamentals and techniques of ballet and modern dance.

PED 153 BASKETBALL 1 (0-2-0)
A course designed to teach the students basic basketball technique with emphasis placed on rules, regulations and fundamental skills.

PED 154 BOWLING 1 (0-2-0)
A course designed to teach the students the fundamental skills of bowling.

PED 155 CONDITIONING 1 (0-2-0)
A course designed to teach the student basic coditioning techniques with an overall objective of physical fitness.

PED 156 FENCING 1 (0-2-0)
A course designed to teach the student the rules, regulations, and fundamental skills of fencing.

PED 157 GOLF ..... 1(0-2-0)
A course designed to teach the student the rules, regulations, etiquette and fundamental skills of beginning golf.

PED 158 SOCCER 1 (0-2-0)
A course designed to teach the fundamental skills of team soccer with an emphasis placed on team play, skills, rules, and regulations.

PED 159 SOFTBALL 1 (0-2-0)
A course designed to teach the basic fundamental skills of softball. Emphasis is placed on conditioning, rules, and skills.

PED 160 TENNIS 1 (0-2-0)
A course designed to teach basic fundamental tennis, with emphasis placed on skills, rules and regulations.

PED 161 VOLLEYBALL 1 (0-2-0)
A course designed to teach the basic skills of volleyball with emphasis placed on team play, rules and regulations.

PED 162 WEIGHT TRAINING 1 (0-2-0)
A course designed to teach fundamental skills related to weight training with an emphasis placed on body conditioning and control.

PED164 VARSITY BASKETBALL ..... 1(0-5-0)

PED165 VARSITY GOLF 1 (0-5-0)

PED 166 VARSITY TENNIS 1 (0-5-0)

PED 164, 165, and 166 are courses designed for skilled students to participate against each other to improve skills and understandings of advanced techniques, rules and regulations. Students in these classes may be permitted to participate in inter-collegiate student activities.

PED 167 HORSEBACK RIDING 1 (0-2-0)
A course designed to teach the fundamental skills in relation to riding horses. Included in the course will be riding (English and Western), cleaning, feeding, and stabling the horse.

PED 168 TOUCH FOOTBALL 1 (0-2-0)
A course designed to teach the basic fundamental skills of touch football. Emphasis is placed upon rules, safety, skill and conditioning.

PED 169 GYMNASTICS 1 (0-2-0)
A course designed to teach basic tumbling, floor exercise, conditioning, safety, and trampoline maneuvers.

PED 170 SKIING 1 (0-3-0)
A course designed to give information concerning safety in skiing, equipment, clothing, and techniques of skiing used on the slopes.

PED 171 INTERMEDIATE GOLF 1 (0-2-0)
A course designed to teach intermediate golf skills to the student. Emphasis is based on the non-beginner skills.

PED 172 BEGINNING KARATE 1 (0-2-0)
A course designed to teach basic self-defense. Included are blocks, counter punches, and proper kicking techniques. Also stressed are mental and physical conditioning related to the martial art of Tae Kwan Do Karate.

PED 173 INTERMEDIATE KARATE 1 (0-2-0)
A course designed for the Karate enthusiast who desires a more complete knowledge of self-defense, punching and kicking techniques. The use of Karate forms (Cata) to help develop mental and physical attributes needed for the Karate enthusiast.

PED 174 INTERMEDIATE GYMNASTICS 1 (0-2-0)
A course designed to allow students who have completed the basic gymnastic course to further their degree of proficiency in gymnastics. Intermediate Gymnastics exercises include more partner stunts, trampoline routines, and the teamwork involved in preparing and giving a gymnastic exhibition.

PED 175 INTERMEDIATE TENNIS 1 (0-2-0)
A course designed to teach strategy and execution of successful skills used in a tennis match. Emphasis is placed on execution at forehand, backhand, serve, volley, and doubles play and strategy.

PED 177 INTERMEDIATE SKIING 1 (0-2-0)
A course designed for those who desire to attain a higher degree of skiing proficiency. Emphasis is placed on actual skiing techniques with a more appreciable knowledge of equipment, clothing, and conditioning needed for skiing.

PED 178 COMPETITIVE BASKETBALL 1 (0-2-0)
A course designed to teach all aspects of the competitiveness of basketball. Emphasis is placed on team play and the intramural aspects of the game of basketball.

PED 179 SWIMMING 1 (0-2-0)
A course designed to teach and improve basic swimming strokes, water safety, diving, and to promote general fitness.

PED 180 WRESTLING 1 (0-2-0)
A course designed to teach the fundamental skills of beginning wrestling. Emphasis is placed on skills related to freestyle and collegiate wrestling as well as rules and regulations.

PED 181 TETHERBALL 1 (0-2-0)
A course designed to teach the basic fundamentals of exercise, eye-hand contact, and conditioning on relation to tetherball.

PED 182 INTRODUCTION TO LIFETIME SPORTS 1 (0-2-0)
A course designed to teach activities which are available to all individuals in their lifetime. A brief introduction to the following leisure time sports: bowling, golf, tennis, billiards, archery, badminton, and physical fitness.

PED 183 JOGGING 1 (0-2-0)
A course designed to teach proper methods and techniques for devising a jogging program. Emphasis placed on basic fundamentals for fitness and health.

PED 184 MODERN DANCE 1 (0-2-0)
An introduction to the steps and techniques in modern dancing.

PED 185 BEGINNING AMERICAN AND WESTERN SQUARE DANCE 1 (0-2-0)
An introduction to the steps, moves and techniques associated with square dancing.

PED 186 INTERMEDIATE AMERICAN AND WESTERN SQUARE DANCE 1 (0-2-0)
A continuation of the remaining moves and techniques associated with square dancing.

PED 187 BEGINNING CLOGGING 1 (0-2-0)
The basic techniques of clogging are introduced in this course. Clogging routines, performance and execution are emphasized.

PED 188 INTERMEDIATE CLOGGING 1 (0-2-0)
A continuation of beginning clogging with more emphasis placed upon group routines and group performance.

PED 189 ADVANCED CLOGGING 1 (0-2-0)
A third level of clogging with emphasis on polish, group work, and performance. Prerequisites: PED 188 or permission of instructor.

PED 190 AEROBIC DANCE 1 (0-2-0)
A course designed to teach the student basic concepts and patterns of aerobic dance to ensure fitness and muscle tone through continuous, rhythmic exercise.

PED 191 WATER SKIING 1 (2-0-0)
A course designed to teach the fundamental skills of skiing on water. Included are safety, equipment, equipment care, fundamentals and slalom.

PED 192 LIFESAVING 2 (0-0-4)
A course designed to teach the proper methods of lifesaving water rescues, basic first aid, CPR, lifeguarding, and individual survival in the water. YMCA and Red Cross certifications upon successful completion. Prerequisites: Advanced swimming skills. Strokes include freestyle, breastroke, sidestroke, elementary backstroke. Skills include treading water, surface dives and underwater swimming.

PED 193 RACQUETBALL 1 (0-2-0)
A course designed to teach the student the rules, regulations, and fundamental skills of racquetball.

PED 251 INTRODUCTION TO PHYSICAL EDUCATION 3 (3-0-0)
An introduction to the historical, philosophical, and scientific development of physical education as related to general education.

PHYSICS

PHY 151 ASTRONOMY I 5 (4-2-0)
An introduction to the basic concepts of solar system astronomy. The course will include a study of: history of astronomy, astronomical measurements, astronomical instruments, sun, earth-moon, system, planets, asteroids, comets, meteors, and constellations.

PHY 152 ASTRONOMY II 5 (4-2-0)
An introduction to the basic concepts of stellar and galactic astronomy. The course will include a study of astronomical measurements, astronomical instruments, stars, nebulas, interstellar matter, galaxies, radio astronomy, quasars, black holes, and cosmology.

PHY 201 RADIOLOGICAL PHYSICS 4 (3-2-0)
This course is an introduction to Physics as it relates to Radiology. Some of the topics that will be studied are: motion, force, energy, electricity, magnetism, electromagnetism, electromagnetic radiation, Atomic physics, and Nuclear Physics.

PHY 271 GENERAL PHYSICS I 4 (3-3-0)
This is the first quarter of a three quarter sequence of study in the basic principles of physics. This quarter covers the fundamental concepts of the nature of physics and classical mechanics. The basic topics included are measurement, general properties of matter, vector analysis, kinematics, dynamics, statics, and the conservation of momentum and energy.

PHY 272 GENERAL PHYSICS II 4 (3-3-0)
This is the second quarter of General Physics. This quarter covers the fundamental concepts of non-linear motion, heat energy, and electricity. The basic topics included are rotation, vibration, wave motion, fluids, thermal expansion, heat transfer, thermodynamics, electrostatics and current electricity. Prerequisite: PHY 271.

PHY 273 GENERAL PHYSICS III 4 (3-3-0)
This is the final quarter of General Physics. This quarter covers the fundamental concepts of electromagnetism, light, and modern physics. The basic topics included are magnetism, electromagnetic induction, geometrical and physical optics, atomic and nuclear physics, relativity and quantum mechanics. Prerequisite: PHY 272.

PHY 1101 APPLIED SCIENCE I 3 (2-2-0)
This course is an introduction to physical principles and their applications in industry. It includes topics such as measurement; properties of solids, liquids, and gasses; heat; and thermal energy.

PHY 1102 APPLIED SCIENCE II 3 (2-2-0)
This course is a continuation of PHY 1101. It includes topics such as static and current electricity, magnetism, electromagnetism, motion, force, energy, and power. Prerequisite: PHY 1101 or permission of instructor.

POLITICAL SCIENCE

POL 251 AMERICAN NATIONAL GOVERNMENT 5 (5-0-0)
A survey course covering the organization and role of the Executive, Legislative and Judicial branches of the Federal Government, emphasizing such areas as business, national security, civil rights, the relationship between the American people and their political institutions, the electoral process, interest groups, and the international commitments of the United States.

POL 261 STATE AND LOCAL GOVERNMENT 5 (5-0-0)
A study of the organization, functions and powers of state, county, and local governments in the United States, with emphasis on the state of North Carolina.

POL 271 INTERNATIONAL RELATIONS 3 (3-0-0)
A study of basic forces underlying the conduct of international relations and the formation of foreign policy, with emphasis on the role of the United States in its relations with major areas of the world today.

POL 272 COMPARATIVE GOVERNMENT 3 (3-0-0)
An intensive study of the political structure of various nations, including some nations from Asia, Europe, Africa, Latin America, as well as the United States.

POL 274 CONSTITUTIONAL LAW 3 (3-0-0)
A study of the development of American Constitutional Law chiefly through judicial opinion, with emphasis on freedom of speech, rights of persons accused of crime, civil liberties, and separation of church and state.

POL 275 THE AMERICAN PRESIDENCY 3 (3-0-0)
A survey of the American presidency from George Washington to the incumbent through an examination of the creation of the office, its powers and duties, its successes and failures, and its holders, both famous and infamous. Issues of the current campaign will also form a part of the discussion. Offered only during presidential election year.

PSYCHOLOGY

PSY 150 CAREER AND LIFE PLANNING 3 (3-0-0)
This course is designed to broaden the students' understanding of himself, his potential, and related factors which contribute to personal satisfaction. Emphasis is placed on clarifying current values, interests, and personality styles so that these factors may be carefully considered in learning to set personal goals, develop career decision-making skills, and acquire techniques for self-management.

PSY 151 INTRODUCTION TO PSYCHOLOGY 5 (5-0-0)
A study of general psychology as a behavioral science. The course introduces the students to such areas as the history and systems of psychology, sensation, perceptions, learning, emotions, motivation, conditioning, personality, abnormal behavior, development (physical and mental), and social interaction with other people and society. The course will stress the development of a sensitivity toward an awareness of the complexity of human behavior, as well as the development of the basic vocabulary of psychology.

PSY 201 APPLIED PSYCHOLOGY 3 (3-0-0)
An examination of the problems in human relationships with special attention given to the development of those human relation skills necessary for effective interactions. Topics covered include: adjustment, attitude, communication, habits, listening, frustration, motivation, and the job-finding process.

PSY 203 ADOLESCENT PSYCHOLOGY 3 (3-0-0)
A course designed to present basic information about the adolescent period of human development. Physiological, developmental, and psychological characteristics are examined, with special focus on the identification and understanding of problems faced by adolescents in western culture. Prerequisite: PSY 151 or permission of instructor.

PSY 206 PSYCHOLOGY OF PERSONAL ADJUSTMENT I.... 3 (3-0-0)
A survey of psychological theories of personality as they relate to dealing effectively with the adjustment demands of everyday life. Topics covered include: theories of personality and behavior, self-concept and self-esteem, stress and anxiety, constructive coping, human relationships (friends, marriage, and other intimate relationships), and human sexuality.

PSY 207 PSYCHOLOGY OF PERSONAL ADJUSTMENT II.... 3 (3-0-0)
The study of the adjustment process, focusing on contemporary challenges individuals must face and deal with in the environment. Topics covered include problems and issues, the adjustment process, social factors influencing personal adjustment (prejudice, aggression and violence drugs) environmental factors influencing personal adjustment (population, environmental stressors, city life), and directions for healthy personality functioning.

PSY 261 EDUCATIONAL PSYCHOLOGY 5 (5-0-0)
The study of the principles involved in learning and teaching. Major concepts and theories in knowledge acquisition will be covered with emphasis on their educational application. Topics included are: age-level behavior characteristics, educational theories and their application to learning, motivation, individual differences, assessment, classroom control, and student/teacher relationships. Prerequisite: PSY 151 or permission of instructor.

PSY 262 HUMAN GROWTH AND DEVELOPMENT 5 (5-0-0)
An integrated study of the human life span structured to introduce basic concepts and principles of the stages of physiological and psychological development from conception to senescence. Emphasis is on personality development. Consideration is given to the common chronological processes of development and the sociological, biological, and cultural influences experienced throughout the life span. Prerequisite: PSY 151 or permission of instructor.

PSY 264 ABNORMAL PSYCHOLOGY 5 (5-0-0)
A course designed to introduce the learner to theories relating to abnormality. Topics covered include: definitions and history, three perspectives on abnormal behavior, psychosis, suicide and depression, criminal behavior, psychosomatic disorders, brain disorders, mental retardation, and high risk groups. Prerequisite: PSY 151.

PSY 1101 HUMAN RELATIONS 3 (3-0-0)
A study of the principles of psychology that will be of assistance in the understanding of interpersonal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to adjustment problems as a worker and a member of the general community.

READING

RDG 092 DEVELOPMENTAL READING I 3 (1-4-0)
Designed for the student who needs instruction in word recognition and/or basic comprehension skills before entering Reading 094. Instruction will be individualized. Institutional credit only.

RDG 094 DEVELOPMENTAL READING II 3 (1-4-0)
Designed for the student who needs reading instruction, this course will emphasize development of effective study skills and improvement of reading rate, comprehension, and vocabulary. Institutional credit only.

RDG 1101 VOCATIONAL READING IMPROVEMENT 3 (3-0-0)
Designed for the vocational student, this course provides an individualized framework that allows the student to concentrate on his own particular weaknesses and to progress at his own rate. Major objectives are to improve word attack skills, vocabulary, comprehension, and reading rate, through the use of multi-media materials.

RELIGION

REL 150 INTRODUCTION TO THE OLD TESTAMENT I.... 3 (3-0-0)
The purpose of this course is to introduce the student to the major themes of the Old Testament which form the central motifs of the Bible. Therefore, the study will cover such themes as God's grace, man's sin, election, and covenant. The course is designed to give the student a survey of Biblical material from Genesis through I Kings 11 in order to offer a comprehensive view of the principle ideas developed in these first books of the Old Testament.

REL 151 INTRODUCTION TO THE OLD TESTAMENT II.... 3 (3-0-0)
The particular focus of this course will be a study of the prophets of the 7th and 8th century, B.C. As time permits, the course will touch on the Wisdom Literature such as Job, Psalms, Proverbs, etc. The course will seek to demonstrate that out of the matrix of history, Israel moves toward ethical monotheism which forms the basis of the New Testament. Themes of covenant, judgment, and grace will be further developed as the student understands the prophetic message emerging out of Israel's traumatic history.

REL 152 INTRODUCTION TO THE NEW TESTAMENT I.... 3 (3-0-0)
The purpose of this study is to introduce the student to the Gospel accounts and the Book of Acts. The course will discuss how the Gospels

came into being, the Gospel understanding of the nature and person of Christ, the miracle stories, the question of evil in the New Testament, and the Atonement, as understood by the writers of the Gospels. The study of the Book of Acts will deal with the response of the early Christian church to the Christ event and the transformation of the early church from a small group into a major religious body that would convey a faith that would move the world from B.C. to A.D.

REL 153 INTRODUCTION TO THE NEW TESTAMENT II.... 3 (3-0-0)
The course will deal with Paul's understanding of issues such as justification by grace alone through faith, Christian freedom, the nature of Christ, and the parameters of the Christian life. As time permits, the course will examine the perception of God and the marks of the Christian life in the Johanine literature as well as the symbolism of the Book of Revelation, whose principle purpose was to give the infant Christian community hope in the midst of great trials and tribulations.

REL 154 THE RELIGIONS OF MAN 3 (3-0-0)
This course surveys the religions of man, beginning with the early primitive religion of prehistoric man, and ending with contemporary developments in Eastern and Western Religion. Special emphasis is given to Hinduism, Buddhism, Zen, Taoism, Confucianism, Judaism, Christianity, and Islam. The purpose of this course is to enable the student to appreciate the faith of other men, and to become aware of major spiritual forces in the world today.

SOCIOLOGY

SOC 151 INTRODUCTION TO SOCIOLOGY..... 5 (5-0-0)
This course begins with the definition and classification of things which pertain to human interaction. Definition of words and concerns with sociological concepts make it a typical introductory course. The scope of the course is wide enough so that most sociological problems are briefly mentioned.

SOC 261 COURTSHIP, MARRIAGE, AND THE FAMILY 5 (5-0-0)
This course deals with the nature of self which is preparatory for a discussion of courtship. The emotional and down-to-earth problems of marriage are examined in considerable detail. Such problems as marital adjustment, divorces, re-marriages, careers and marriage, and in-laws are considered. The developing family is traced, and the necessity for maturity before marriage is considered. Prerequisite: SOC 151 or permission of the instructor.

SOC 271 SOCIAL PROBLEMS 3 (3-0-0)
This course introduces the sociological approach to viewing social problems, and surveys possible causes and solutions to the following problem areas; physical and mental health, variations in human sexuality, chemical dependency, crime and criminals, violence, affluence and poverty, and prejudice and discrimination. Prerequisite: SOC 151 is recommended.

SOC 272 SOCIAL PROBLEMS 3 (3-0-0)
This course reviews the sociological approach to social problems, and surveys possible causes and solutions to problems related to the follow-

ing topics: sex roles, aging, family stress, big business, employment, urban living, population growth, and the environment. Prerequisite: SOC 151 is recommended.

SPANISH

SPA 151 ELEMENTARY SPANISH I 5 (5-0-0)
A beginning course for students who have never studied Spanish. Much oral work, drill in grammatical principles, written composition, conversation, dictation, and pronunciation are stressed. SPA 151 and 152 are equivalent to two years of high school Spanish. Senior colleges which required two years of foreign language for admission normally accept these two courses for entrance credit or for six semester hours elective credit.

SPA 152 ELEMENTARY SPANISH II 5 (5-0-0)
A continuation of SPA 151. Prerequisite: One year of high school Spanish or SPA 151.

SPA 251 INTERMEDIATE SPANISH I 5 (5-0-0)
A review of grammatical principles, composition, conversation, dictation, and reading. Knowledge of Spanish and Hispanic American culture is encouraged through projects and reports. Prerequisite: Two years of high school Spanish or SPA 152.

SPA 252 INTERMEDIATE SPANISH II 5 (5-0-0)
A continuation of SPA 251. This is a study of selective readings from short stories and poetry. A major literary paper and oral report are required. Prerequisite: SPA 251.

SPA 261 SPANISH LITERATURE I 5 (5-0-0)
A survey of selective literature from the Middle Ages through the 18th Century with related writing assignments. Prerequisite: SPA 252.

SPA 262 SPANISH LITERATURE II 5 (5-0-0)
A survey of selective literature from the 19th and 20th Centuries, with related writing assignments. Prerequisite: SPA 252.

SPEECH

SPH 251 PUBLIC SPEAKING 3 (3-0-0)
A basic course in public speaking designed to give the student the poise and confidence necessary for thinking and speaking freely before an audience. Set goals in preparation and delivery of different types of speeches will be met largely by means of practice with guidance.

SPH 252 VOICE AND DICTION 3 (3-0-0)
Practical applications of the student's knowledge of the principles of public speaking, progressing to the more complex speaking situation. More emphasis is placed on written critiques and listening aids. Suggested for students planning to major in Education, Liberal Arts, and supporting fields. Prerequisite: SPH 251.

WELDING

WLD 1101 BASIC ARC OXYACETYLENE WELDING 2 (1-0-3)
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling, adjusting, and operating the welding equipment. Practice will be given in surface welding, bronze welding, fillet welding, and flame-cutting methods applicable to mechanical repair work.

WLD 1102 BASIC ARC WELDING 2 (1-0-3)
This course consists of a study of the fundamentals of the shielded metal arc process. Topics include arc welding principles, machine set-up and adjustment, electrode selection, and process applications. Practices are directed toward the student acquiring skills in such welding techniques as running beads, fillet, and groove welds. Safety procedures in the use of equipment and tools will be stressed throughout the course.

WLD 1103 BASIC GAS METAL ARC WELDING 2 (1-0-3)
Upon completion of this course, students should be able to: understand the principles of Gas Metal ARC Welding; correlate proper voltage and amperage selections; obtain a certain degree of proficiency with the welding equipment; weld four basic joints in the flat position; execute safety precautions connected with Gas Metal ARC Welding.

WLD 1104 BASIC GAS TUNGSTEN ARC WELDING..... 2 (1-0-3)
Upon completion of this course, students should be able to: understand the principles of Gas Tungsten ARC Welding; make proper amperage selections for job requirements; obtain a certain degree of proficiency with the welding equipment; weld four basic joints in the flat position; continually exercise safety precautions associated with Gas Tungsten ARC Welding.

WLD 1105 AIR CONDITIONING-WELDING 2 (1-0-3)
This course includes welding demonstrations by the instructor and practice by the students. The safe and proper methods in the setup and operations of welding equipment are demonstrated. Practice is given in brazing, braze welding, and hard and soft soldering of ferrous and nonferrous metals. Flame cutting methods are practiced as applicable to mechanical repair work that the air conditioning technician will encounter in the field of work.

WLD 1110 OXYACETYLENE WELDING..... 4 (2-0-6)
Introduction to the history of oxyacetylene welding; the principles of welding, nomenclature of equipment, and assembly of the unit. Welding procedures, and practice will consist of carrying a puddle; making surface, seam, groove, and fillet welds in the flat horizontal, vertical, and overhead positions. Brazing and bronze welding are also covered. Safety is stressed throughout the course.

WLD 1111 OXYACETYLENE CUTTING..... 2 (1-0-3)
This course will include a study of operation principles, component function and care, and proper set-up and adjustment of the oxyacetylene flame cutting equipment. Practices are directed toward the student acquiring skills in such procedures as straight line and shape cutting, beveling, hole piercing, and pipe cutting. Throughout the course safety will be emphasized.

WLD 1112 ARC WELDING FUNDAMENTALS 4 (2-0-6)
Upon completion of this course, students should be able to understand the basic electrical principles of arc welding; have a working knowledge of the electrode classification system and make proper electrode selections; operate an AC transformer, rectifier, and DC motor generator arc welding machine; weld different types of joints in the flat position; observe all shop safety precautions related to electric arc welding.

WLD 1113 ARC WELDING TECHNIQUES 4 (2-0-6)
Upon completion of this course, students should be able to weld various joints in all positions; make intermittent and multi pass welds; visually inspect and test welds to determine degrees of proficiency; observe all shop safety precautions related to electric arc welding. May Prerequisite: WLD 1112 or may be taken concurrently with WLD 1112 (or permission of instructor).

WLD 1114 GAS METAL ARC WELDING 4 (2-0-6)
A course designed to provide the student with an understanding of the gas metal arc welding process. Topics will include principles of operation, machine set-up and adjustment, selection of consumables, and welding techniques. Practice will include seam, fillet, and groove welds in the four basic welding positions.

WLD 1116 FUNDAMENTALS OF GAS TUNGSTEN ARC WELDING 4 (2-0-6)
Upon completion of this course, students should be able to understand the electrical, physical, and chemical principles of TIG welding; demonstrate a working knowledge of equipment operation; weld different types of joints in the flat position; observe all shop safety precautions related to TIG welding.

WLD 1117 ESSENTIALS OF GAS TUNGSTEN ARC WELDING 4 (2-0-6)
Upon completion of this course, students should be able to specify welding heat ranges; select tungsten electrodes and ceramic cups in proportinate sizes; determine size and alloy of filler metals; observe all shop safety precautions related to TIG welding. Prerequisite: WLD 1116 or may be taken concurrently with WLD 1116; or permission of instructor.

WLD 1118 INTRODUCTION OF PIPE WELDING 2 (1-0-3)
A course designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed positions using the shielded metal arc welding process according to section IX of the ASME code. Prerequisite: WLD 1113.

WLD 1122 COMMERCIAL AND INDUSTRIAL PROCEDURES 4 (2-0-6)
Upon completion of this course, students should be able to demonstrate skills developed through simulated industrial processes; sketch, requisition material, lay out, fabricate, and weld on assigned project; repair worn and/or broken parts employing the available welding processes; continue to stress safety precautions employed in the welding industry. Prerequisites: WLD 1111, WLD 1113, WLD 1114, WLD 1117, and WLD 1118, or permission of instructor.

WLD 1123 COMMERCIAL AND INDUSTRIAL PRACTICES 4 (2-0-6)
Upon completion of this course, students should be able to become more proficient in industrial fabrication processes; make a metallurgical analysis of worn and/or broken parts to be repaired; select the best welding process and procedure to repair word and/or broken parts; utilize safety precautions related to the welding fabrication industry. Prerequisite: WLD 1122. May be taken concurrently with WLD 1122 or permission of instructor.

WLD 1125 STRUCTURAL CERTIFICATION PRACTICE.... 2 (1-0-3)
Upon completion of this course, students should be able to: becomer familiar with AWS D1.1 Structural Code and its requirements; comply with established certification standards; weld various structural joints in numerous positions using electric ARC and gas metal ARC welding processes; execute safety precautions while using welding equipment and other shop tools. Prerequisite: WLD 1111, WLD 1113, WLD 1114, or permission of instructor.

WLD 1126 PIPE CERTIFICATION PRACTICE..... 2 (1-0-3)
Upon completion of this course, students should be able to: become familiar with the ASME Code for pipe and pressure vessels; comply with established certification standards; make pipe welds in diverse positions required for particular certifications; demonstrate safety precautions pertaining to welding and fabrication equipment. Prerequisites: WLD 1111, WLD 1113, WLD 1114, WLD 1117, and WLD 1118, or permission of instructor.

WLD 1130 MECHANICAL TESTING AND INSPECTION 2 (1-0-3)
The standard methods for mechanical testing of welds. Introduction to the various types of tests and testing procedures. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact. Prerequisite: WLD 1112, 1113, 1114, 1116, 1117, 1118, or permission of instructor.

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